

VALLEY STREAM CENTRAL HIGH SCHOOL DISTRICT

BOARD OF EDUCATION

AGENDA • JULY 9, 2013

Reorganization Meeting

District Office Board Room

7:30 PM

1 Kent Road, Valley Stream, NY 11580

NOTICE

The Reorganization Meeting of the Board of Education of the Valley Stream Central High School District will be held in the District Office Board Room 1 Kent Road, Valley Stream, NY 11580 on July 9, 2013 at 7:30 PM

- I. Call to Order
- II. Pledge of Allegiance
- III. Information re: Emergency Exits
- IV. Recognition of Visitors
 - A. Open Meeting and Announce Board Members
The Clerk will open the meeting and announce the names of the Board members who have been appointed by the component districts to serve on the Valley Stream Central High School District Board of Education for the 2013-14 school year. Oaths of Office will be administered.
 - B. Election of President
The Clerk will conduct the election for President, who will then assume the duties of the presidency.
 - C. Election of Vice President
The President will conduct the election of the Vice President.
 - D. Appointment of District Clerk
Be it resolved that Mary Colgan be appointed as District Clerk at the salary of \$19,607 per annum as approved by the Board of Education.
 - E. Appointment of Acting District Clerk
Be it resolved that the Board Vice President be appointed as Acting District Clerk in the absence of the District Clerk.
 - F. Designation and Bonding of Registration Agent
The District Clerk has been designated the Registration Agent and, in accordance with the insurance consultant's recommendations, should be insured by a blanket bond policy, up to \$100,000.

- G. Appointment of District Treasurer
Be it resolved that Donna Squicciarino be appointed as District Treasurer at a fee of \$13,000 per annum.
- H. Appointment of Deputy Treasurer
Be it resolved that Christine Comegna be appointed as Deputy Treasurer at a stipend of \$4,000.
- I. Bonding of District Treasurer and Deputy Treasurer
Be it resolved that the Board approve bonding insurance coverage in the amount of \$1,000,000 for the District Treasurer and Deputy Treasurer.
- J. Appointment of Claims Auditor
Be it resolved that the Board of Education appoint the auditing firm of Deans, Archer for internal claims auditing for the 2013-14 school year in an amount not to exceed \$24,000. (RFP: A13/14 - A18)
- K. Appointment of Internal Auditor
Be it resolved that the Board of Education appoint the auditing firm of Nawrocki Smith for internal auditing for the 2013-14 school year in an amount not to exceed \$52,000. (RFP: A13/14 - A19)
- L. Appointment of Attorney
Be it resolved that the legal firm of Guercio & Guercio be appointed as Board of Education general counsel for the 2013-14 school year, an annual retainer rate of \$50,000. Services beyond the scope of general counsel shall be at the rate of \$245 per hour for attorneys, \$200 per hour for negotiations and \$115 per hour for paralegals. When serving as labor counsel to the Board of Education, Guercio & Guercio shall be compensated at \$245 per hour. The President of the Board of Education is hereby authorized to sign the retainer agreement, a copy of which will be on file with the District Clerk. (RFP: A13/14 - A17)
- M. Appointment of Architect
Be it resolved that the Board of Education appoints Burton, Behrendt & Smith, Architects, as school architect for the 2013-14 school year, as per the agreement prepared by the school attorney. (RFP: 12/13 - A01 and continuing)
- N. Appointment of Bond Counsel
Be it resolved that the firm of Hawkins, Delafield & Wood be designated bond counsel for the 2013-14 school year, for the purpose of issuing Tax Anticipation Notes at a rate of \$5,000 per borrowing, plus printing, for a total value of TANS not to exceed \$5,000,000. A copy of the fee schedule will be on file with the office of the Assistant Superintendent for Finance and Operations.
- O. Designation of Employees Authorized to Open Bids
Be it resolved that the Assistant Superintendent for Finance and Operations or his designee in the Business Office are designated to perform this function. In their

absence, it is recommended that the Assistant Superintendent for Personnel & Administration be designated to perform this function.

- P. Designation of Employee Responsible for Ensuring District Compliance with Section 763.84 of the Asbestos Hazard Emergency Response Act of 1986 (AHERA)

Be it resolved that the Director of Facilities for the Valley Stream Central High School District be designated to perform this function.

- Q. Designation of Records Management Officer (RMO)

Be it resolved that the District Director of Instructional Services be designated to perform this function.

- R. Appointment of Purchasing Agent

Be it resolved that Joyce Edelman be designated to perform this function. In her absence the Superintendent or Assistant Superintendent for Finance and Operations will perform this function.

- S. Depositories of School Monies

Be it resolved that the Board approve the following:

Account	Bank	Alternates	
General Fund Checking	Capital One Bank	JP Morgan Chase, TD Bank, Flushing Savings Bank	The First National Bank of Long Island
School Lunch Fund	Capital One Bank	JP Morgan Chase, TD Bank, Flushing Savings Bank	The First National Bank of Long Island
Capital Fund (Current)	Capital One Bank	Flushing Savings Bank	The First National Bank of Long Island
Capital Fund (Bond)		JP Morgan Chase, TD Bank, Flushing Savings Bank	The First National Bank of Long Island
Dental Insurance	Capital One Bank	JP Morgan Chase, TD Bank, Flushing Savings Bank	The First National Bank of Long Island
Health	Capital One Bank	JP Morgan Chase, TD Bank, Flushing Savings Bank	The First National Bank of Long Island
Special Aid	Capital One Bank	JP Morgan Chase, TD Bank, Flushing Savings Bank	The First National Bank of Long Island
Money Market Funds	Capital One Bank, JP Morgan Chase, Citibank, TD Bank, Flushing Savings Bank, The First National Bank of Long Island		The First National Bank of Long Island
MBIA Class Accounts General Fund, Capital Fund, School Lunch Fund, Capital Bond Fund			TD Bank

Payroll Account	Capital One Bank	JP Morgan Chase	The First National Bank of Long Island, Flushing Savings Bank
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T. Authorization to Invest District Monies
 Be it resolved that the District Treasurer and Deputy Treasurer are hereby authorized to invest district monies in accordance with Article 35, Section 1723 of the Education Law and Board of Education Policy 6240.

U. Authorization of Facsimile Signature
 Be it resolved that the District Treasurer, Deputy Treasurer and Assistant Superintendent for Personnel & Administration of the Valley Stream Central High School District are authorized to either sign checks manually or by stamp or machine for the purpose of inscribing facsimile signatures and shall maintain control of her/her own facsimile signature plate.

V. Establishment of Extra-Classroom Activities Fund And Student Trust and Agency Fund Accounts
 Be it resolved that the following funds be and are hereby established for the deposit of all Extra-Classroom Activities Funds and all Student Trust and Agency Funds; and

Be it further resolved that the bank is hereby authorized to pay checks drawn on the accounts listed below when signed by the fund treasurer and countersigned by the school principal or Superintendent of Schools:

a. Central High School: Chase Checking & Savings

Treasurer: Ms. Jessica Zwicker
 Principal: Dr. Joseph Pompilio

b. Memorial Junior High School: Chase Checking & Savings

Treasurer: Ms. Jennifer Scallan
 Principal: Mr. Anthony Mignella

c. North High School: HSBC

Treasurer: Ms. Rosemarie Cuccia
 Principal: Mr. Clifford Odell

d. South High School: NEFCU Checkings and Savings/CD & Capital One

Treasurer: Ms. Linda Bianculli
 Principal: Ms. Maureen Henry

e. Congressman Raymond McGrath Scholarship Fund: Chase

Treasurer: Ms. Donna Squicciarino
 Deputy Treasurer: Ms. Christine Comegna

W. Bonding of Treasurers of Extra-Classroom Activities Funds and Student Trust and Agency Funds
 Be it resolved that the Treasurers of the Extra-Classroom Activities Funds and Student Trust and Agency Funds are to be insured by a blanket bond policy up to \$100,000 each.

X. Establishment of Petty Cash Funds
 Be it resolved that the following Petty Cash Funds are hereby established for the payment in advance of authorization of properly itemized bills for materials, supplies or services to the District under conditions calling for immediate payment thereof. Such monies as the Board of Education may from time to time authorize shall become a part of such Petty Cash Funds; and

Be it further resolved that in the administration of such Petty Cash Funds, compliance be had with regulations of the Commissioner of Education now or hereafter in force. All petty cash funds are in the amount of \$100.

<u>Petty Cash Fund</u>	<u>Fund Custodian</u>
Board of Education Administration	District Clerk
Central High School	Asst. Supt. For Finance & Ops.
Memorial Junior High School	Principal
North High School	Principal
South High School	Principal

Y. Dates and Times of Board Committee Meetings and Business Meetings
 Be it resolved that the Board Committee Meetings, to review materials on which action will be taken at the regular meetings, are scheduled to be held on the first Tuesday of each month, at 8:00 p.m. in the Board Room at One Kent Road, Valley Stream, New York. An Executive Session will be held at 7:00 p.m., unless otherwise noted. The Board of Education may choose to take action at any Committee Meeting.

None in July	November 5	March 4
None in August	December 3	None in April
None in September	None in January	May 6
October 1	February 4	June 3

Building Tour - Saturday, January 11th

Be it resolved that the Business Meetings of the Board of Education are scheduled to be held on the second Tuesday of each month, in the Board Room at One Kent Road, Valley Stream, New York or at one of the district schools. Executive Session will be held at 7:00 p.m. unless otherwise noted. The regular business meeting will begin at 8:00 p.m. unless otherwise noted.

July 9	November 12	March 11
August 27	December 10	April 1
September 10	January 14	May 13
October 8	February 11	June 10

- Z. Membership in Associations for the 2013-14 School Year
Be it resolved the Valley Stream Central High School District may join the following Associations for the 2013-14 school year:
- American Association of School Administrators
 - American Educational Research Association
 - Association of School Business Officials - National, State and Local
 - Association of School Personnel Administrators - National, State and Local
 - Association of Supervision and Curriculum Development - National, State and Local
 - Nassau Association of District Curriculum Officials
 - Nassau County Council of School Superintendents
 - National Association of Secondary School Principals
 - National School Boards Association
 - National Staff Development Council
 - New York State Computer and Technology Educators
 - New York State Council of School Superintendents
 - New York State School Boards Association
 - New York State School Boards Technology Leadership Network
 - Phi Delta Kappa International
 - State Association of Municipal Purchasing Officials
- AA. Attendance at Conferences
Be it resolved that Board Members and officers of the Board are authorized to attend the following conferences at the expense of the district:
- Scope Educational Conference, L.I., N.Y. (date to be determined)
 - New York State School Boards Association, Rochester, NY October 24 - 26, 2013
 - American Association of School Administrators, Nashville, TN February 13 - 15, 2014
 - National School Boards Association, New Orleans, LA April 5 - 7, 2014
- AB. Subscription to Newspapers
Be it resolved that Board Members, at their request, shall be provided a subscription to any (or all) of the following community newspapers: Valley Stream Herald, Franklin Square/Elmont Herald, Malverne/West Hempstead Herald, Lynbrook/East Rockaway Herald, Elmont Herald, Franklin Square Bulletin, or the South Shore Tribune, the cost of which will be borne by the

School District.

- AC. Attendance at New York State School Boards Association Functions
Be it resolved that Board members, officers of the Board and school administrators are authorized to attend the New York State School Boards Association conferences, seminars and academies at the expense of the district.
- AD. Election of Voting Delegate to NYSSBA Annual Meeting
Be it resolved that the Board nominate the Board President as its voting delegate for the annual meeting of the New York State School Boards Association.
- AE. Election of Voting Delegate Alternate to NYSSBA Annual Meeting
Be it resolved that the Board nominate _____ as its voting delegate alternate for the annual meeting of the New York State School Boards Association.
- AF. Authorization to Re-Establish Reserve Accounts
Be it resolved that the Board of Education hereby reaffirms the authorization for the following reserve accounts as prescribed under General Municipal law and/or Education Law: Workers Compensation Reserve, Unemployment Reserve, Employee Benefit Accrued Liability Reserve, Capital Reserve, Insurance Reserve, Retirement Contribution Fund and Tax Certiorari Reserve.
- Be it further resolved that the Board of Education authorizes the funding of these reserves, as of July 1, 2013, as follows: Workers Compensation Reserve \$3,768,699.94 (maximum funding amount), Unemployment Reserve \$43,429.55, Employee Benefit Accrued Liability Reserve \$4,746,739.75 (maximum funding), Capital Reserve \$3,372,009.77 (maximum funding amount), Insurance Reserve \$111,356.44, Retirement Contribution Fund \$4,871,910.36 (maximum funding amount) and Tax Certiorari Reserve \$2,000,000 (maximum funding amount).
- AG. Federal and State Aid Funds
Be it resolved that the Board authorizes the Superintendent of Schools to act as the school district representative in the application for the administration of federal and state funds.
- AH. Lead Evaluator Certification - Teachers
Be it resolved, that since each individual in the titles of Superintendent of Schools, Assistant Superintendent for Curriculum and Instruction and Building Principal, who are responsible for conducting teacher evaluations, have received appropriate training in accordance with the regulations of the Commissioner of Education and such individuals are hereby certified as qualified lead evaluators.
- AI. Lead Evaluator Certification - Principals
Be it resolved, that since the Superintendent of Schools, who is responsible for conducting principal evaluations, has received appropriate training in accordance

with the regulations of the Commissioner of Education, such individual is hereby certified as qualified lead evaluator.

AJ. Appointment of Title IX Co-Coordinators/Compliance Officers
 Be it resolved that Dr. Tracey Nekulak, Assistant Superintendent for Personnel & Administration and Dr. Thomas Troisi, Assistant Superintendent for Curriculum and Instruction be appointed as Compliance Officers for Title IX.

AK. Appointment of Section 504 Compliance Officer
 Be it resolved that the Assistant Superintendent for Personnel & Administration be designated as Compliance Officer for Section 504 matters.

AL. Appointment of Bullying Prevention Coordinator
 Be it resolved that Jill Vogel be designated as Bullying Prevention Coordinator.

AM. Appointment of Committees
 Be it resolved that the following committees are appointed:

Education Committee

Business Committee

Policy Committee

Board Negotiating Committee (BNC)

- Valley Stream Association of Educational Office Personnel
- Valley Stream Teachers Association Registered Nurses Unit
- Valley Stream Teachers Association

Residency Committee

AN. Dates of Budget Hearings, Registration, Annual District Meeting and Voting
 Be it resolved that the following dates are approved:

Dates of Budget Hearings

District 13	Wednesday, May 8, 2014	7:30 p.m.	James A. Dever
District 24			
District 30	Monday, May 12, 2014	7:00 p.m.	Shaw Ave.

Registration

Tuesday, May 13, 2014 (continuous registration)

District 13 Dever, Howell, Wheeler, Willow

District 24 Brooklyn, Buck, Carbonaro

District 30 Clearstream, Forest, Shaw

Voting

Tuesday, May 20, 2014

6 a.m. to 9 p.m. in Districts 13 and 30

7 a.m. to 9 p.m. in District 24

AO. Designation of Official Newspapers of the District

Be it resolved that the Board designates the following as the official newspapers of the Valley Stream Central High School District:

The Valley Stream Herald
Newsday

AP. Appointment of Liaison to BOCES

Be it resolved that the Board appoint _____ to act as liaison to BOCES, as well as to serve on the BOCES Budget Advisory Committee.

AQ. Readoption of Policies and Regulations

Be it resolved that all policies and regulations previously established by the Board of Education be readopted.

AR. Adoption of District Physical Education Plan

Be it resolved that the District Physical Education Plan be adopted for the 2013-14 school year. A copy of the Physical Education Plan is attached.

AS. Readoption of Academic Intervention Services Plan

Be it resolved that the Academic Intervention Services Plan be readopted for the 2013-14 school year. A copy of the Academic Intervention Services Plan is attached.

AT. Readoption of APPR Plan

Be it resolved that the APPR Plan be readopted for the 2013-14 school year. A copy of the APPR plan is attached.

AU. Readoption of Professional Development Plan

Be it resolved that the Professional Development Plan be readopted for the 2013-14 school year. A copy of the Professional Development Plan is attached.

AV. Readoption of Code of Conduct

Be it resolved that the Code of Conduct be readopted for the 2013-14 school year. A copy of the Code of Conduct will be on file in the office of the Assistant Superintendent for Personnel and Administration.

- AW. Readoption of District Emergency Plan
Be it resolved that the District Emergency Plan be adopted for the 2013-14 school year. A copy of the District Emergency Plan will be on file in the office of the Assistant Superintendent for Finance and Operations.
- AX. Designation of Person Authorized to Transfer Funds
Be it resolved that the Superintendent of Schools or his designee be authorized to (1) transfer funds within function codes and (2) transfer up to \$10,000 between function codes. All other transfers require prior Board of Education approval.
- AY. Designation of Persons Authorized to Accept Service of Pleadings and Supporting Papers
Be it resolved that in the event that the Valley Stream Central High School District is named as a party respondent, service upon such school district shall be deemed proper only if the petition is personally served upon one of the following individuals: the District Clerk, any member of the Board of Education, the Superintendent of Schools or his designee.
- AZ. Determination of Residency
Be it resolved that the Board, in accordance with Section 100.2(y) of the Regulations of the Commissioner of Education of the State of New York, appoints the Superintendent of Schools, the Assistant Superintendent for Personnel and Administration or the Superintendent's designee to conduct hearings and to determine whether a child is entitled to attend the schools of the district.
- BA. Authorized Signature for Nassau County Civil Service Commission
Be it resolved that the Board, in accordance with Sections 95, 100 and 101 of the New York State Civil Service Law, authorizes the Superintendent of Schools to accept responsibility for signing payroll certifications. This responsibility cannot be designated.
- BB. Readoption of Public Officers Law 18
Be it resolved that the Board of Education readopt the provisions of Public Officers Law 18 and agree to confer the benefits of said law to its officers, employees and volunteers, as applicable.
- BC. Adoption of 2013-14 District Table of Organization
Be it resolved that the Board of Education adopt the 2013-14 Table of Organization as presented by the Superintendent of Schools. The Table of Organization is attached.
- BD. Other Matters Pertaining to Reorganization
- BE. Commencement of Regular Business Meeting