

VALLEY STREAM CENTRAL HIGH SCHOOL DISTRICT

BOARD OF EDUCATION

AGENDA • JULY 11, 2017

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 11, 2017 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 2017-2018 school year.
 - 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 Gina Zaccari be appointed as District Clerk at the salary of \$18,050 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 \$14,400 per annum.
- H. Appointment of Deputy Treasurer**
Be it resolved that Henry Zaradich be appointed as Deputy Treasurer at a stipend of \$4,000 per annum.
- 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 2017-2018 school year in an amount not to exceed \$25,500 (RFP: A13/14 - A18).
- K. Appointment of Internal Auditor**
Be it resolved that the Board of Education appoint the auditing firm of Cullen and Danowski for internal auditing for the 2017-2018 school year in an amount not to exceed \$30,000 (RFP: A17/18 - A06).
- L. Appointment of Attorney**
Be it resolved that the legal firm of Guercio & Guercio be appointed as Board of Education general counsel for the 2017-2018 school year, at an annual retainer rate of \$55,000. Services beyond the scope of general counsel shall be at the rate of \$260 per hour for attorneys, \$220 per hour for negotiations and \$135 per hour for paralegals. (RFP: A13/14 - A17).
- When serving as joint labor counsel to the Board of Education, Guercio & Guercio shall be compensated at \$255 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.
- M. Appointment of Architect**
Be it resolved, that the Board of Education appoints Burton, Behrendt & Smith Architects, as school architects for the 2017-2018 school year, as per the agreement prepared by the school attorney. (RFP: 16/17 - A06)
- N. Appointment of Bond Counsel**
Be it resolved that the firm of Hawkins, Delafield & Wood be designated bond counsel for the 2017-2018 school year. A copy of the fee schedule will be on file with the office of the Assistant Superintendent for Finance and Operations.
- O. Appointment of Financial Advisors**
Be it resolved that Capital Market Advisors, LLC be designated as financial advisors for the preparation of prospectus regarding the issuance of Tax Anticipation Notes, Revenue Anticipation Notes or Bonds as authorized. A copy

of the fee schedule is on file with the Office of the Assistant Superintendent for Finance and Operations.

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

Q. Designation of Employee Responsible for Ensuring District Compliance with Section 763.84 of the Asbestos Hazards 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.

R. Designation of Records Management Officer (RMO)

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

S. 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.

T. 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, HSBC NYLAF	The First National Bank of Long Island
School Lunch Fund	Capital One Bank	JP Morgan Chase, TD Bank, Flushing Savings Bank, HSBC NYLAF	The First National Bank of Long Island
Capital Fund (Current)	Capital One Bank	Flushing Savings Bank, HSBC NYLAF	The First National Bank of Long Island
Capital Fund (Bond)		JP Morgan Chase, TD Bank, Flushing Savings Bank, HSBC NYLAF	The First National Bank of Long Island
Dental Insurance	Capital One Bank	JP Morgan Chase, TD Bank, Flushing Savings Bank, HSBC NYLAF	The First National Bank of Long Island

Health	Capital One Bank	JP Morgan Chase, TD Bank, Flushing Savings Bank, HSBC NYLAF	The First National Bank of Long Island
Special Aid	Capital One Bank	JP Morgan Chase, TD Bank, Flushing Savings Bank, HSBC NYLAF	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	NYLAF	The First National Bank of Long Island
MBIA Class Accounts General Fund, Capital Fund, School Lunch Fund, Capital Bond Fund	JP Morgan Chase	NYLAF	TD Bank
Payroll Account	Capital One Bank	JP Morgan Chase, HSBC NYLAF	The First National Bank of Long Island, Flushing Savings Bank

U. 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 the Board of Education Policy 6240.

V. Authorization of Facsimile Signature

Be it resolved that the District Treasurer, Deputy Treasurer and Assistant Superintendent for Personnel and 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 his/her own facsimile signature plate.

W. 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. Bret Strauss

- c. North High School: HSBC
 Treasurer: Ms. Rosemarie Cuccia
 Principal: Mr. David Trizano

- d. South High School: NEFCU Checking 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: Mr. Henry Zaradich

X. 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.

Y. 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 regulation 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	District Clerk
Administration	Asst. Supt. for Finance & Ops.
Central High School	Principal
Memorial Junior High School	Principal
North High School	Principal
South High School	Principal

Z. 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 7	March 6
None in August	December 5	None in April
None in September	None in January	May 1
October 3	February 6	June 5

Building Tour - Saturday, January 6, 2018.

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 11	November 14	March 13
August 29	December 12	April 10
September 12	January 9	May 8
October 10	February 13	June 12
		July 10

AA. Membership in Associations for the 2017-2018 School Year

Be it resolved the Valley Stream Central High School District may join the following Associations for the 2017-2018 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
- District Administrator Leadership Institute
- Management Advocates for School Labor Affairs
- 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 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

AB. Attendance at Conferences

Be it resolved that Board Members, the Superintendent, and Officers of the Board are authorized to attend the following conferences at the expense of the district:

Scope Educational Conference - Oakdale, NY
August 10, 2017

New York State School Boards Association - Lake Placid, New York, NY
October 12-14, 2017

National School Boards Association - San Antonio, TX
April 7 - 9, 2018

AC. 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.

AD. 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.

AE. 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.

AF. Election of Voting Delegate Alternative to NYSSBA Annual Meeting

Be it resolved that the Board nominate Toni Pomerantz as its voting delegate alternate for the annual meeting of the New York State School Boards Association.

AG. 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

Be it further resolved that the Board of Education authorizes the maximum funding amount of these reserves, as of July 1st, 2017 as follows: Workers' Compensation Reserve, not to exceed \$4,116,617.11, Unemployment Reserve, not to exceed \$447,440.89, Employee Benefit Accrued Liability Reserve, not to exceed \$8,559,260.12, Capital Reserve, not to exceed \$4,808,506.13, Insurance

Reserve, not to exceed \$179,416.33, and Retirement Contribution Fund, not to exceed \$6,926,952.54.

AH. 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.

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. Lead Evaluator Certification - Teachers

Be it resolved, that since each individual in the title of Superintendent of Schools, Assistant Superintendent for Curriculum and Instruction, Assistant Superintendent for Personnel and Administration and Building Principals, who are responsible for conducting teacher evaluations, have received appropriate training in accordance with the regulations of the Commissioner of Education that such individuals are hereby certified as qualified lead evaluators.

AK. Establishment of Standard Work Day for Elected and Appointed Officials

Be it resolved, that the Valley Stream Central High School District hereby establishes the following as a standard work day for elected and appointed officials and will report the wages earned by these officials to the New York State and Local Employees' Retirement System based upon the time sheets submitted by these officials to the District's Personnel Office:

Title	Name	Social Security Number (Last 4 Digits)	Registration Number	Standard Work Day (Days/Month)	Term Begins/Ends	Tier 1 (check only if member is in Tier 1)	Record of Activities Results
Elected Officials - None							
Appointed Officials							
Treasurer	Donna Squicciarino	█	█	6	7/1/2017 - 6/30/2018		4.8
District Clerk	Gina Zaccari	█	█	6	7/1/2017 - 6/30/2018		NA

AL. Establishment of Standard Work Day

Be it resolved that the Valley Stream Central High School District hereby establishes the following as a standard work day for its employee group listed below and will report days worked to the New York State and Local Employees' Retirement System based on the time keeping system or the record of activities maintained and submitted by these members to the clerk of this body:

Title	Standard Work Day (Hrs/day)
Building Monitor	7.0

- AM. **Appointment of Title IX Co-Coordiators/Compliance Officers**
Be it resolved that Clifford Odell and Tara Richards be appointed as Compliance Officers for Title IX.
- AN. **Appointment of Section 504 Compliance Officer**
Be it resolved that the Assistant Superintendent for Personnel and Administration be designated as Compliance Officer for Section 504 matters.
- AO. **Appointment of Bullying Prevention Coordinator**
Be it resolved that Tara Richards be designated as Bullying Prevention Coordinator.
- AP. **Appointment of Wellness Coordinator**
Be it resolved that Scott Stueber be designated as Wellness Coordinator.
- AQ. **Appointment of Homeless Liaison**
Be it resolved that Tara Richards be designated as Homeless Liaison.
- AR. **Appointment of Liaison to BOCES**
Be it resolved that the Board appoint William Stris to act as liaison to BOCES, Toni Pomerantz as alternative, as well as to serve on the BOCES Budget Advisory Committee.
- AS. **Appointment of Committees**
Be it resolved that the following committees are appointed:

Education Committee

Chairperson: Lisa Pellicane
Dacon
Sean Douglas
Hernandez
Kenneth Cummings
Pomerantz

Business Committee

Chairperson: Ingrid Wyllie-
Armando
Toni

Policy Committee

Chairperson: James Lavery
Toni Pomerantz

Board Negotiation Committee (BNC)

- Valley Stream Assoc. of Education Office Personnel - Sean Douglas
- Valley Stream Teachers Assoc. Registered Nurses Unit - Armando Hernandez

- Valley Stream Teachers Association - Kenneth Cummings

Residency Committee

Toni Pomerantz
John Maier
William Stris
James Lavery

AT. Date 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 2, 2018	7:30 p.m.	James A. Dever
District 24	Wednesday, May 2, 2018	8:15 p.m.	William L. Buck
District 30	Monday, May 7, 2018	7:00 p.m.	Shaw Avenue

Registration

Tuesday, May 8, 2018 (continuous registration)
District 13 Dever, Howell, Wheeler, Willow
District 24 Brooklyn, Buck, Carbonaro
District 30 Clearstream, Forest, Shaw

Voting

Tuesday, May 15, 2018
6 a.m. to 9 p.m. in Districts 13 and 30
7 a.m. to 9 p.m. in District 24

AU. 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

AV. Readoption of Policies and Regulations

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

AW. Adoption of District Physical Education Plan

Be it resolved that the District Physical Education plan be adopted for the 2017-2018 school year. A copy of the Physical Education Plan is attached.

AX. Readoption of Academic Intervention Services Plan

Be it resolved that the Academic Intervention Services Plan be readopted for the 2017-2018 school year. A copy of the Academic Intervention Services Plan is

attached.

- AY. Readoption of Special Education District Plan**
Be it resolved that the Special Education District Plan be readopted for the 2017-2018 school year. A copy of the Special Education District Plan is attached.
- AZ. Readoption of the APPR Plan**
Be it resolved that the APPR Plan be adopted for the 2017-2018 school year. A copy of the APPR Plan is attached.
- BA. Readoption of Professional Development Plan**
Be it resolved that the Professional Development Plan be readopted for the 2017-2018 school year. A copy of the Professional Development Plan is attached.
- BB. Readoption of Code of Conduct**
Be it resolved that the Code of Conduct be readopted for the 2017-2018 school year. A copy of the Code of Conduct will be on file in the office of the Assistant Superintendent for Personnel and Administration.
- BC. Approval of Hold Harmless Agreements**
Be it resolved, that upon the recommendation of the Superintendent of Schools, the Board of Education hereby approves the form Hold Harmless Agreement with the Incorporated Village of Valley Stream as shown in the attached back-up material, delegates the authority to the Superintendent of Schools to utilize said for Hold Harmless Agreement when holding extra class activities at Village locations for the 2017-2018 school year, and authorizes the Superintendent of Schools to execute same.
- BD. Readoption of District Emergency Plan**
Be it resolved that the District Emergency Plan be adopted for the 2017-2018 school year. A copy of the District Emergency Plan will be on file in the office of the Assistant Superintendent for Finance and Operations.
- BE. 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.
- BF. 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.
- BG. 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.

BH. 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, authorize the Superintendent of Schools to accept responsibility for signing payroll certifications. This responsibility cannot be designated.

BI. 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.

BJ. Adoption of 2017-2018 District Table of Organization

Be it resolved that the Board of Education adopt the 2017-2018 Table of Organization as presented by the Superintendent of Schools. The Table of Organization is attached.

BK. Other Matters Pertaining to Reorganization

BL. Conclusion of Reorganization Meeting

ADJOURN