

TENTATIVE AGENDA
Board of Education
South Huntington Union Free School District

Board Room (#110)
Administration Building

July 1, 2009

(R) indicates Resolution is required.

A. Call to Order/Pledge of Allegiance

6:00 p.m. Executive Session, If Needed
7:30 p.m. Regular Business Meeting

B. Adoption of Agenda (R)

Organization Meeting (See separate agenda.)

Appointments by Board of Education require **one** resolution for adoption.

Business Meeting

Items C through F will require **one** resolution for adoption.

K. New Business

1. Participation in the LISFSDA Cooperative Bid Committee (R) (**Must be approved before considering bids.**)

C. Minutes

1. For approval: June 3, 2009
2. For consideration: June 17, 2009

D. Financial Items

1. Claims Audit Report, May 2009

E. Bids

Recommended by Administration

Frozen Foods and Assorted Food Products	Schedule 1
Frozen Foods and Assorted Food Products Using Government Commodities	2
Bread Products	3
Bagels	4
Canned Goods and Staples	5
Dairy Products	6
Snacks	7
Frozen Food and Perishables	8
Paper Goods and Gleaning Supplies	9
Ice Cream	10
Meat and Meat Products	11
Dishmachine Cleaning Supplies	12

Bids (Continued)Recommended by Administration

Canned Drinks, Coffees, Teas, Juices, Sodas and Waters	13
Printing Brochures	44
Clay Mix/Top Soil	67
RFP for Related Student Services	68
Renovation of South Gym Locker Rooms WWHS	40
Vehicle Body Work and Painting	66
Electrical Upgrades WWHS/CW	70
RFP for Collaborator of Activities Under SHUFSD Universal Pre-Kindergarten Program	69

F. Schedule of Bills (Warrants)

General Fund	Warrant 96	\$ 178,552.10
"	V093	(\$1,274.00)
School Lunch	49	2,292.09
Special Aid	50	20,430.49
Capital Reserve Budget	74	564.64
2003 Bond	75	89,746.55
Scholarship	4	4,750.00
"	5	500.00

Approved – Board Packet of June 19, 2009

General Fund	Warrant 94	\$ 168,786.26
"	95	227,182.12
School Lunch	48	29,014.40
Special Aid	49	43,796.00
2003 Bond	73	10,580.70
Scholarship	3	9,850.00

G. Change Orders (R)

1. Change Order No. 1 – Birchwood PA and Master Clock Replacement

H. Communications

1. Letter from SHTA President Dennis Callahan

J. Unfinished Business

1. Wellness Policy

K. New Business

2. WWHS Football Alumni Scholarship (R)
3. Disposal of Vehicle (R)
4. Approval of Two Budget Transfers (R)
5. Field Trip Request: Football Camp (R)
6. Field Trip Request: Marching Band Camp (R)
7. Conference: NYSSBA New School Board Academy (R)
8. Conference: NYSSBA Summer Law Conference (R)

New Business (Continued)

9. Recommendations for placement of students by the Committee on Special Education dated March 25, April 1, 15, 16, 27, 28, 29, 30, May 4, 6, 8, 13, 14, 20, June 2, 17, 18, and the Committee on Preschool Special Education dated March 9, 10, 24, April 21, 30, May 5, 7, 14, 26, June 9, 16, 17 and Transition to CSE dated March 23, 24, April 20, 21, 27, May 4, 5, 7, 19, June 3, 4 and 16, 2009 (R)

L. Personnel (R)

Personnel items effective as listed on:

- Schedule 1 – Probationary Appointments (Instructional)
- Schedule 2 – Administrative/Supervisory Appointments (Instructional)
- Schedule 3 – Coordinator (Instructional)
- Schedule 4 – Part-time Appointments (Instructional)
- Schedule 5 – Summer School Appointments (Instructional)
- Schedule 6 – Temporary Replacement Appointments (Instructional)
- Schedule 8 – Coaching/Extracurricular Appointments (Instructional)
- Schedule 10 – Terminations (Instructional)
- Schedule 12 – Salary Change (Instructional)
- Schedule 15 – Terminations (Non-Instructional)
- Schedule 19 – Temporary/Seasonal Appointments (Non-Instructional)
- Schedule 20 – Re-Appointments (Non-Instructional)
- Schedule 23 – Substitute Employees (Instructional)

M. Information and Reports

1. **Confidential** letter from Saverio J. Belfiore, H2M
2. **Confidential** memo from Mr. Romanelli re a personnel matter
3. Memo to Dr. Shea from Mrs. Occhiogrosso re Projected Fund Balance
4. Letter to Resident from John J. Leo, Town of Huntington Attorney, re community residence
5. Memo to Dr. Shea from Mrs. Occhiogrosso re Bond Question
6. Congratulatory letters to Eileen Carmichael and Alexa Honickman from Mrs. Rogers re Covanta's Recycling Poster Contest
7. Letter to Student/Parent from Mr. Polansky re summer reading list and summer advanced placement assignments
8. Personnel Postings (8)
9. Minutes of Meeting, South Huntington Council of PTAs, 6-1-09
10. News articles: *Newsday.com*, 6-22-09 and 6-23-09 (Courtesy of Mr. Bartholomew), *The Long-Islander*, 6-25-09

In envelopes:

1. Construction Progress Update, Park East Construction Corp., June 2009
2. *Paw Print*, June 2009

Information Sent to Board Week Ending June 19, 2009

1. Memo to the Board of Education from Dr. Shea re South Huntington Public Library
2. Memo to the Board of Education and Cabinet from Dr. Shea re Organization Meeting Agenda

Information Sent to Board Week Ending June 19, 2009 (Continued)

3. Congratulatory letter to 2009 Huntington Township Fair Housing Poster Contest winners from Mrs. Rogers
4. Memo to Dr. Shea from Ms. Harris re School Grade Enrollment Report for the First Attendance Period Ending May 29, 2009
5. Memo to Dr. Shea from Ms. Harris re Project Excel Students – Summer Work Experience
6. **Confidential** memo to Dr. Shea from Mrs. Harris re a student matter
7. Memo to School Based management Building Teams from District Shared Decision Making Biennial Review Team re Summary of SBM Steering Committee Meeting 6/16/09
8. Personnel Postings (5)
9. *Newsline*, N-SSBA, June 2009
10. News articles: *The Long-Islander*, 6-18-09
11. *American School Board Journal*, July 2009

N. Administrative Reports/Committee Updates

Future Meetings

Wednesday August 19	6:00 p.m. 7:30 p.m.	Executive Session, If Needed Summer Business Meeting Board Room #110, Administration Building 60 Weston Street, Huntington Station
Wednesday September 9	6:00 p.m. 7:30 p.m.	Executive Session, If Needed Regular Business Meeting Conference Room B, Administration Building 60 Weston Street, Huntington Station
Wednesday September 30	6:00 p.m. 7:30 p.m.	Executive Session, If Needed Regular Business Meeting Silas Wood 6 th Grade Center 23 Harding Place, Huntington Station

Please Note: Executive Sessions are **not** open to the public. The public is invited to attend educational presentations and budget work sessions as observers and will be given an opportunity to speak at the conclusion of the session.

Comments by Board Members

Voice of the Residents

Adjournment

**BOARD OF EDUCATION
SOUTH HUNTINGTON UNION FREE SCHOOL DISTRICT**

Board Room #110
Administration Building

7:30 p.m.

July 1, 2009

ORGANIZATION MEETING AGENDA

Meeting Opened by the District Clerk

1. Swearing in of Board members starting term of office July 1, 2009
(Linda LaCara, Edward J. Nitkewicz, Thomas G. Teresky)
2. Election of President
3. Election of Vice President

Appointments by the Board of Education

4. NOTE: In past years the Board of Education has adopted a general resolution:

General Resolution
(Resolution)

"That the compensation for each appointment made by the Board of Education be within the budgetary allocation of the current budget."

5. Appointment of Deputy Superintendent
(Current and Recommended: James J. Romanelli)
(Resolution)
"That James J. Romanelli be reappointed Deputy Superintendent and be authorized to act as Superintendent of Schools and perform the duties of the Superintendent of Schools in his absence."
6. Appointment of District Clerk
(Current and Recommended: Judith A. Hammond)

Appointment of Deputy District Clerk

To serve upon the unavailability of the District Clerk.
(Current and Recommended: Emily L. Zerbo)

(Resolution)

"That Judith A. Hammond be reappointed District Clerk for the 2009-2010 school year; and that Emily L. Zerbo be reappointed Deputy District Clerk, to serve upon the unavailability of the District Clerk, for the 2009-2010 school year."

7. Appointment of Treasurer
(Current and Recommended: Christine Rapp)

Appointment of Deputy Treasurer
To serve upon the unavailability of the Treasurer.
(Current and Recommended: Karen Vultaggio)

(Resolution)
"That Christine Rapp be reappointed Treasurer for the 2009-2010 school year; and that Karen Vultaggio be reappointed Deputy Treasurer, to serve upon the unavailability of the Treasurer, for the 2009-2010 school year."

8. Appointment of District Purchasing Agent and Purchasing Responsibilities
(Current and Recommended: Karen Occhiogrosso)

Appointment of Deputy District Purchasing Agent
(Current and Recommended: Sheila Buhse)

(Resolution)
"That Karen Occhiogrosso be reappointed District Purchasing Agent for the 2009-2010 school year; and that Sheila Buhse be reappointed Deputy District Purchasing Agent, to serve upon the unavailability of the District Purchasing Agent; and Karen Occhiogrosso to have custody of the Petty Cash funds, to be established at the following opening amounts:
One \$100-fund for all elementary schools
One \$100-fund for all secondary schools
One \$100-fund for all the administrative needs
One \$100-fund for the Transportation Department
(Expenditures shall not exceed approved budgeted amounts.)"

9. Appointment of Records Access Officer
(Current and Recommended: Judith A. Hammond)

(Resolution)
"That Judith A. Hammond be reappointed Records Access Officer for the 2009-2010 school year."

10. Appointment of Central Treasurers-Extraclassroom Activity Funds
(Resolution)

"That the Board appoint the following Central Treasurers for Extraclassroom Activity Funds for the 2009-2010 school year:

Birchwood	Anthony Ciccarelli
Countrywood	Karen Siegel
Maplewood	Vito D'Elia
Oakwood	Eileen Kerrigan
Silas Wood	Joan Perz
Stimson Middle School	Helen Pascucci
Walt Whitman High School	Joseph Innaco."

11. Appointment of General and Labor Counsel
(Current and Recommended: Ingerman Smith, L.L.P.)
(Resolution)
"That the firm of Ingerman Smith, L.L.P. be reappointed as General and Labor Counsel for the 2009-2010 school year as submitted in their Letter of Engagement for Legal Services dated July 1, 2009."
12. Appointment of School Physician
(Current and Recommended: Dr. Paul Leva)
(Resolution)
"That Dr. Paul Leva be reappointed as the school physician for the 2009-2010 school year."
13. Appointment of District Auditor
(Current and Recommended: R.S. Abrams & Co., L.L.P.)
(Resolution)
"That the firm of R.S. Abrams & Co., L.L.P. be reappointed District Auditor for the 2009-2010 school year."
14. Appointment of Internal Auditor
(Current and Recommended: Bebe Belkin)
(Resolution)
"That Bebe Belkin be reappointed as Internal Auditor for the 2009-2010 school year."
15. Appointment of Claims Auditor
(Current and Recommended: Callaghan Nawrocki LLP)
(Resolution)
"That Callaghan and Nawrocki be reappointed as Claims Auditor for the 2009-2010 school year as submitted in their Letter of Engagement dated May 15, 2009."
16. Appointment of Census Enumerator and Attendance Officer
(Current and Recommended: Jacqueline Harris)
(Resolution)
"That Jacqueline Harris be reappointed Census Enumerator and Attendance Officer for the 2009-2010 school year."
17. Appointment of Building Principals to supervise the keeping of the student attendance records
(Resolution)
"That the Building Principals be reappointed to supervise the keeping of the student attendance records during the 2009-2010 school year."
18. Appointment of Workers' Compensation Claims Handler
(Current and Recommended: PMA Management Corp.)
(Resolution)
"That the firm of PMA Management Corp. be named as the claims administrator for the Workers' Compensation Self-Insurance Fund."

19. Certification of District Payrolls
(Current and Recommended: Superintendent and Building Principals)
(Resolution)
"That the Superintendent and the Building Principals be authorized to certify the district and building payrolls for the 2009-2010 school year."
20. Appointment of Third Party Administrator for the Tax Annuities
(Current and Recommended: Omni Group)
"That Omni Group be reappointed as third party administrator for the tax annuities."
21. Designation of Bank Depositories
(Resolution)
"That the Board approve designation of depositories for the district funds for the 2009-2010 school year as follows:
 J. P. Morgan Chase
 Bank of America
 State Bank of L.I.
 Commerce Bank
 HSBC Bank USA
 Capital One Bank
 TD Commerce Bank
 Flushing Commercial Bank"
22. Reaffirm Date, Time, and Place of Board Meetings
(Resolution)
"That the dates and locations noted on the attached 2009-2010 schedule be designated for Board meetings; all meetings to start at 7:30 p.m. unless otherwise noted."
23. Designation of Official Newspapers
(Resolution)
"That *The Long Islander* and *Newsday* be named as the official newspapers of the district."
24. Adoption of Bylaws
(Resolution)
"That the Board reaffirm the policies, as filed in the official Board Policy Manual."
25. Authorization to Approve Attendance at Conferences
(Resolution)
"That the Superintendent/Assistant Superintendents be authorized to approve travel and contingency expenses for attendance at conferences, conventions, workshops, etc., within the framework of the budget. Similar expenses incurred by the Superintendent or Board of Education members must have authorization from the Board of Education."

26. Authorization to Sign Health and Welfare Services Contracts
(Resolution)
"That the Board President and Superintendent of Schools be authorized to sign the health and welfare services contracts for the 2009-2010 school year."
27. Authorization to Sign Service Contracts
(Resolution)
"That the Superintendent or his designee be authorized to sign service contracts up to \$75,000."
28. Authorization to Sign Tuition Contracts
(Resolution)
"That the Superintendent be authorized to sign tuition contracts up to \$75,000."
29. Authorization of Representative for Filing Federal and State Applications
(Resolution)
"That the Superintendent be authorized as the representative for the Board for filing applications for federal and state funds, and to administer funds received."
30. Authorization for Signatures on Checks
(Resolutions)
"That the Treasurer and District Clerk be required to sign checks on the district's funds."
"That the Treasurer and District Clerk be required to sign all district payroll checks."
31. Approval of Religious Holidays for the 2009-2010 School Year
(Resolution)
"That since it cannot be determined until the end of the school year just which holidays to delete from the attendance computations, the Board of Education recognizes each of the religious holidays observed during the 2009-2010 school year and authorizes the ADA adjustment of the attendance on such legal holidays from the 2009-2010 State Aid computation as may be in the best interest of the district."
32. Authorization for Investment/Reinvestment of District Funds
(Resolution)
"That in any instance where funds are received by the district and it appears that it would be prudent and to the advantage of the district that these funds, or any part thereof, be invested/reinvested on behalf of the district, then, said funds shall be invested in accordance with Board Policy 5210."

33. Authorization for Reserve Accounts as Prescribed under General Municipal Law and/or Education Law

(Resolution)

"That the Board of Education hereby reaffirms the authorization for the following reserve accounts as prescribed under General Municipal Law and/or Education Law:

- Reserve for Encumbrances
- Reserve for Workers' Compensation
- Reserve for Unemployment Insurance
- Reserve for Insurance
- Retirement Contribution Reserve
- Reserve for Employee Benefits and Accrued Liabilities

Be it Further Resolved that the Board of Education authorizes transfers from the excess fund balance into the following reserves up to a maximum of \$1,000,000 per reserve for the fiscal year ending June 30, 2009, and authorizes the Superintendent of Schools, or his designee, to effectuate said transfers:

- Reserve for Encumbrances
- Reserve for Workers' Compensation
- Reserve for Unemployment Insurance
- Reserve for Insurance
- Retirement Contribution Reserve
- Reserve for Employee Benefits and Accrued Liabilities"

34. Appointment of Bonding Counsel

(Recommended: Hawkins, Delafield & Wood)

(Resolution)

"That the firm of Hawkins, Delafield & Wood be appointed as the District Bonding Counsel for the 2009-2010 school year."

35. Appointment of Fiscal Advisors with regard to TANS

(Recommended: Munistat Services, Inc.)

(Resolution)

"That Munistat Services, Inc. be appointed as the fiscal advisors with regard to Tax Anticipation Notes and Bonds."

36. Appointment of Hearing Officers under Section 75 of Civil Service Law

(Resolution)

"That Nicholas V. Campasano, Laurie Nolan, and Joseph Wooley be appointed as hearing officers under Section 75 of the Civil Service Law for the State of New York for any proceeding or proceedings in charges in which the Board of Education of the South Huntington Union Free School District is required to appoint such hearing officer under said Section."

37. Appointment of Hearing Officers for Committee on Special Education and Preschool Special Education Appeals

(Resolution)

"That the Update List of Impartial Hearing Officers for Suffolk County promulgated by the State Education Department in connection with requests for impartial hearings under the IDEA Law and its state counterpart be adopted."

38. Appointment of CSE Chairpersons and Sub-Committee CSE Chairperson
(Resolution)
"That the Board appoint the following CSE Chairpersons and Sub-Committee CSE Chairpersons for the 2009-2010 school year:
- | <u>CSE Chairpersons</u> | <u>Sub-Committee CSE Chairpersons</u> |
|-------------------------|---------------------------------------|
| Jacqueline Harris | Nancy Nelson |
| Matthew Krivoshey | Karen Mushorn |
| Alice Kane | School Psychologists." |
| Nancy Nelson | |
| Karen Mushorn | |
39. Authorization for Suspension of Pupils
(Resolution)
"That pursuant to Education Law Section 3214(3)(b), the Board hereby delegates to the principal of the schools where the pupils attend, the power to suspend a pupil for a period not to exceed five school days."
40. Appointment of Committee of Board to Visit Schools on a Regular Basis
(Resolution)
"That the Board serve as a committee of the whole to visit the schools on a regular basis to inspect the properties, with a schedule of such visits to be worked out by administration."
41. Authorization for Vice President to Act as President in His/Her Absence
(Resolution)
"That the Vice President of the Board of Education be authorized to act as President and perform the duties of the President in his/her absence."
42. Swearing in of Board Officers: President, Vice President and Superintendent