

**BOARD OF EDUCATION**  
**OYSTER BAY-EAST NORWICH CENTRAL SCHOOL DISTRICT**  
Tuesday, July 6, 2010

**8:00 P.M.** – Convene Annual Organizational Meeting

**ANNUAL ORGANIZATIONAL MEETING**  
**AGENDA**

1. Call to Order — Superintendent of Schools/Pledge of Allegiance/Evacuation Procedures
2. Administer Oath of Office to Superintendent of Schools/Newly-Elected Trustees  
(Mr. James Robinson, Ms. Ann Marie Longo)
3. Superintendent - Call for Nominations for Office of President  
Election of President for 2010-2011
4. Administer Oath of Office to the President  
President assumes Chairmanship of the Meeting
5. Board President - Call for Nominations for Office of Vice President for 2010-2011  
Administer the Oath of Office to the Vice President
6. **PUBLIC COMMENTARY ON AGENDA ITEMS**  
Please be advised that the first comment period is exclusively for action on items that are on the formal agenda that has been provided to the public. The Board will take all comments into consideration and respond accordingly.
7. **APPOINTMENTS**  
RESOLVED, upon the recommendation of the Superintendent of Schools, the Board of Education hereby approves the following appointments (7.1-7.19) on the Consent Agenda as listed:
  - 7.1 **District Clerk**  
RESOLVED, Margaret Nolan, 72 Harvest Lane, Levittown, New York is appointed District Clerk of the Board of Education for the 2010-2011 school year at an annual salary of \$7,664.28.  
Administer Oath of Office to District Clerk
  - 7.2 **Acting Clerk of the Board of Education**  
RESOLVED, Christopher Van Cott, Assistant Superintendent for Finance and Operations, is appointed Acting Clerk of the Board of Education for the 2010-2011 school year, without compensation.
  - 7.3 **District Treasurer**  
RESOLVED, upon the recommendation of the Superintendent of Schools, the Board of Education appoints Janie Givens as Consultant/Treasurer, Oyster Bay-East Norwich Central School District for the 2010-2011 school year. Ms. Givens will be paid an annual salary of \$24,394.  
Administer Oath of Office to Treasurer

- 7.4 **Deputy Treasurer**  
RESOLVED, Jean Tworkowski is appointed Deputy Treasurer for the 2010-2011 school year without compensation.
- 7.5 **School District Attorney**  
RESOLVED, Frazer & Feldman is appointed general, special education and labor counsel for the 2010-2011 school year at an annual retainer agreement of \$25,000 per year.
- BE IT FURTHER RESOLVED, the President of the Board of Education is authorized to sign the retainer agreement.
- 7.6 **Claims Auditor**  
RESOLVED, Bocchicchio Administrative Systems, Inc. is appointed Claims Auditor for the 2010-2011 school year at an annual salary of \$15,000.
- 7.7 **Records Access Officer**  
RESOLVED, Christopher Van Cott, Assistant Superintendent for Finance and Operations, is appointed Records Access Officer for the 2010-2011 school year, without compensation.
- 7.8 **Records Management Officer**  
RESOLVED, Christopher Van Cott, Assistant Superintendent for Finance and Operations, is appointed Records Management Officer for the 2010-2011 school year, without compensation.
- 7.9 **Purchasing Agent**  
RESOLVED, Linda Ninesling is appointed Purchasing Agent for the 2010-2011 school year, without compensation, in accordance with Section 170.2(b) of the Commissioner's Regulations. In the absence of Linda Ninesling, Christopher Van Cott, Deputy Purchasing Agent, shall perform this function.
- 7.10 **Chief School Physician**  
RESOLVED, Dr. Howard J. Strassberg is appointed Chief Medical Officer for the 2010-2011 school year at an annual salary of \$18,969.
- 7.11 **Title VII and Title IX Compliance Officer**  
RESOLVED, Dr. Phyllis Harrington, Superintendent of Schools, is appointed Title VII (Equal Employment Opportunity) and Title IX (gender discrimination) Compliance Officer for the 2010-2011 school year, without compensation.
- 7.12 **Section 504 Coordinator**  
RESOLVED, Debra Kienke, Director of Special Services, is appointed Section 504 Coordinator for the 2010-2011 school year, without compensation.
- 7.13 **Asbestos Compliance Officer**  
RESOLVED, Scott Lyle, Head Custodian, is appointed Asbestos Compliance Officer for the 2010-2011 school year. Compensation will be as per contractual agreement.
- 7.14 **District Committee on Special Education**  
a. RESOLVED, the following individuals are appointed to the 2010-2011 school year Committee on Special Education, without compensation:

**Committee Chairpersons**

Debra Kienke	Committee Chairperson, Director of Special Services
Johanna Canonica	Committee Chairperson, Assistant Director of Special Services
Heywood Barash	Committee Chairperson, School Psychologist
Ana Landron	Committee Chairperson, School Psychologist
Cara Riebe	Committee Chairperson, School Psychologist
Carrie Schmermund	Committee Chairperson, Special Education Teacher
Kevin McCarthy	Committee Chairperson, Special Education Teacher

**CSE Parent Members**

Erin Ferrara  
 Steven Ferrara  
 Fran Goldstein  
 Maureen Hardiman  
 Lisa Iemmiti  
 Julie Keffer  
 Lynn Marino  
 Ana Masiakos  
 Jeanine Mavarkis  
 Gina Murphy  
 Joseph Orlich  
 Regina Parry  
 Sherry Ruben  
 Pam Schwab  
 Nilsa Weydig

- b. RESOLVED, the following individuals are appointed to the 2010-2011 Committee on Preschool Special Education without compensation:

**CPSE Parent Members**

Erin Ferrara  
 Steven Ferrara  
 Fran Goldstein  
 Maureen Hardiman  
 Lisa Iemmiti  
 Julie Keffer  
 Lynn Marino  
 Ana Masiakos  
 Jeanine Mavarkis  
 Gina Murphy  
 Joseph Orlich  
 Regina Parry  
 Sherry Ruben  
 Pam Schwab  
 Nilsa Weydig

- c. FURTHER RESOLVED, the Oyster Bay-East Norwich Central School District hereby establishes administrative practices and procedures for appointing and training appropriately qualified personnel, including the members and chairpersons of the Committee on Special Education and the Committee on Preschool Special Education, to carry out functions identified.

- d. BE IT FURTHER RESOLVED, that in accordance with Section 4402 of the Education Law, effective July 1, 1995, the Board of Education of the Oyster Bay-East Norwich Central School District will appoint a subcommittee comprised of a child's teacher and school district representative, qualified to provide or supervise special education programs. Building subcommittees will not be authorized to hold initial referral meetings or meetings for initial out-of-district placements. All subcommittees will be overseen by the district committee.

**7.15 Committee on Special Education/Surrogate Parents**

RESOLVED, upon the recommendation of the Superintendent of Schools, the Board of Education of the Oyster Bay-East Norwich Central School District in accordance with Part 200.5(C)(7) of the Commissioner of Education hereby appoints the following CSE members as surrogate parents for the 2010-2011 school year without compensation:

Pamela Schwab  
Julie Keffer

**7.16 Impartial Hearing Officers**

RESOLVED, upon the recommendation of the Superintendent of Schools, the Board of Education of the Oyster Bay-East Norwich Central School District hereby approves the rotational list of impartial hearing officers, as provided by the New York State Education Department, for the 2010-2011 school year.

**7.17 Board of Voter Registration**

RESOLVED, the following individuals are appointed to the Board of Voter Registration for the 2010-2011 school year.

Donna Brandt  
Judy LeMar  
Joanne Weber

**7.18 External (Independent) Auditor**

RESOLVED, the firm of R.S. Abrams & Co. LLP is appointed as the District's External (Independent) Auditor for the 2010-2011 fiscal year in accordance with State Education Department Law and Regulations of the Comptroller of the State of New York. The firm will be paid a fee of \$39,000.

**7.19 Internal Auditor**

RESOLVED, upon the recommendation of the Superintendent of Schools, the Board of Education approves the appointment of Pappas and Company, CPA, 3 Rensselaer Drive, Commack, New York 11725, as internal auditor for the 2010-2011 year. The firm will be paid a fee of \$26,220.

**Motion by \_\_\_\_\_, seconded by \_\_\_\_\_**

**DESIGNATIONS**

RESOLVED, upon the recommendation of the Superintendent of Schools, the Board of Education hereby approves the following resolutions (8-28) on the Consent Agenda as a whole:

**8. Authorization of Membership of the Board of Education**

RESOLVED, that membership of the Oyster Bay-East Norwich Central School District Board of Education in the following organizations be authorized for the 2010-2011 school year:

Nassau-Suffolk School Boards Association  
New York State School Boards Association  
National School Boards Association

9. **Official Delegate to the New York State School Boards Association Annual Meeting**

RESOLVED, the President of the Board of Education is designated as the District's official delegate to the New York State School Boards Association Annual Meeting. In the event the President is unable to attend, the Vice President shall be the official delegate. In the event that neither is able to attend, the senior Board member present shall be the official delegate.

BE IT FURTHER RESOLVED, the official delegate is authorized to vote on behalf of the Board of Education at the New York State School Boards Association Annual Meeting.

9.1 **Conference Authorization 2010-2011**

RESOLVED, the Superintendent of Schools is authorized to attend the following conferences and that necessary expenses will be paid by the District

New York State Council of School Superintendents (Fall 2010 /Winter 2011)  
New York State School Boards Convention (Fall 2010)  
AASA or ASCD (Spring 2011)

BE IT FURTHER RESOLVED, the Members of the Board of Education are hereby authorized to attend the New York State School Boards Convention (Fall 2010) and that necessary expenses will be paid by the District.

10. **Petty Cash Funds**

RESOLVED, Christopher Van Cott, Assistant Superintendent for Finance and Operations, is authorized to establish Petty Cash Funds for the 2010-2011 school year in accordance with Sec. 170.2(b) of the Commissioner's Regulations. Specifically the Petty Cash Funds shall be located in the following areas and be in the following amounts:

High School Main Office	\$100
Vernon School Office	\$100
Roosevelt Elementary School Office	\$100
Administration Building	\$100

FURTHER RESOLVED, the following individuals are appointed custodians of the Petty Cash Funds:

Oyster Bay High School (Diane Falzarano)  
Vernon School (Judy LeMar)  
Roosevelt Elementary School (Donna Brandt)  
Administration Building (Margaret Nolan)

11. **Board of Education Meetings**

a. **Regular Monthly Business Meetings**

RESOLVED, the Board of Education does hereby establish the following dates for the 2010-2011 regular monthly business meetings to be held at 8:00 P.M. in the High School Library:

July 6, 2010 (Reorganization Meeting)  
August 31, 2010  
September 21, 2010  
October 19, 2010  
November 16, 2010  
December 21 2010  
January 18, 2011  
February 15, 2011  
March 15, 2011

April 12, 2011  
May 3, 2011  
May 17, 2011 (Annual Meeting)  
May 31, 2011  
June 14, 2011

**b. Workshop Sessions**

RESOLVED, the Board of Education does hereby establish the following dates for 2010-2011 workshop sessions to be held at 8:00 P.M. in the High School Library:

September 7, 2010  
October 5, 2010  
November 2, 2010  
December 7, 2010  
January 4, 2011  
February 1, 2011  
March 1, 2011  
April 5, 2011  
May 3, 2011

12. **Adopt School Budget Calendar for 2010-2011**

a. **Date of Vote for Budget and School Board Trustees**

May 17, 2011

b. **Public Budget Hearing** - to be held at Oyster Bay High School unless otherwise noted:

May 3, 2011

c. **Budget Workshop Sessions** - to be held at Oyster Bay High School unless otherwise noted:

February 15, 2011 (Budget Forum)  
March 1, 2011  
March 15, 2011  
April 12, 2011 (Adopt Budget)  
May 3, 2011 (Budget Hearing)

13. **Establishment of Mileage Reimbursement Rate**

RESOLVED, the reimbursement rate for all authorized travel by school district employees and officials is established at fifty (50) cents per mile for the 2010-2011 school year.

14. **Certify Payroll**

RESOLVED, the payroll department is authorized to make payment of wages to all personnel in the school district in accordance with Board approved and/or contracted amounts and to make necessary deductions as prescribed by Law and/or agreement. The President of the Board of Education is authorized and directed to certify payrolls for the Board of Education for the 2010-2011 school year.

15. **Budget Transfers**

RESOLVED, in accordance with Section 170.2 of the Commissioner's Regulations, Dr. Phyllis Harrington, Superintendent of Schools, is authorized to make budget transfers as may be necessary to provide for the efficient budget administration, with a \$10,000 limit for each transfer. Transfers in excess of \$10,000 require prior approval of the Board of Education. The Board of Education will be notified of all transfers on a monthly basis.

16. **Authorization for Opening of Bids**  
RESOLVED, that Christopher Van Cott, Assistant Superintendent for Finance and Operations, is responsible for the opening of all bids for the 2010-2011 school year. In the absence of Christopher Van Cott, Linda Ninesling shall perform this function.
17. **Legal Advertisements/Bids**  
RESOLVED, Linda Ninesling is authorized to prepare all necessary legal advertisements with reference to the securing of bids for the 2010-2011 school year.
18. **Authorization to Publish Annual Financial Report**  
RESOLVED, Christopher Van Cott, Assistant Superintendent for Finance and Operations, is authorized to publish the annual financial report of the school district after the completion of the independent auditors' report.
19. **Authorization to Sign Checks**  
RESOLVED, the School District Treasurer is authorized to sign checks for the district, and  
  
BE IT FURTHER RESOLVED, the Deputy Treasurer is authorized to sign checks in the absence of the School District Treasurer, and  
  
FURTHER, the Board of Education President or Vice President is authorized to co-sign any check exceeding \$25,000. If the Board President is not available, the Vice President will co-sign these checks.
20. **Staff Absences**  
RESOLVED, the Superintendent of Schools is authorized to approve or disapprove staff vacation days, personal days, professional and visitation days, conferences, and travel as indicated in contractual agreements, Board of Education policy and as provided by in the budget during the 2010-2011 school year.
21. **Readoption of Policies**  
RESOLVED, all existing regulations, rules, bylaws, and directives in force during the 2009-2010 school year and the Code of Ethics are continued in full force and effect during the 2010-2011 school year or until amended, changed, or deleted, and directs that the Code of Ethics be posted in each building.  
  
BE IT FURTHER RESOLVED, the Board of Education readopts all policies in effect during the 2009-2010 school year.
22. **Official Bank Depository**  
RESOLVED, the following are designated as Official Depositories for the Oyster Bay-East Norwich Central School District for the 2010-2011 school year.  
TD Bank (Checking Accounts)  
Bank of America (Checking Accounts)  
Capital One (Checking Accounts)  
Citibank (Investments – Certificate of Deposits, Money Markets)  
JP Morgan Chase (Investments – Certificate of Deposits, Money Markets)  
Flushing Commercial Bank (Investments – Certificate of Deposits, Money Markets)  
HSBC Bank, USA (Investments – Certificate of Deposits, Money Markets)

23. **Authorization of Surety Bonds for District Treasurer/Extra-Classroom Activities Fund Treasurer**  
RESOLVED, Christopher Van Cott, Assistant Superintendent for Finance and Operations, is authorized to purchase bonds required by Law for the Treasurer in the amount of \$1,100,000 and for the Extra-Classroom Activities Fund Treasurer in the amount of \$100,000. This appointment will be in effect for the 2010-2011 school year.
24. **Official School Newspapers**  
RESOLVED, the Oyster Bay Enterprise Pilot and the Oyster Bay Guardian are designated official newspapers for the 2010-2011 school year, and
- BE IT FURTHER RESOLVED, the District Clerk is directed to use the Oyster Bay Guardian and the Oyster Bay Enterprise Pilot for advertising the Annual Meeting.
25. **Investment of Funds**  
RESOLVED, Christopher Van Cott, Assistant Superintendent for Finance and Operations, is authorized to invest such portions of the district's monies as he may determine in Special Time Deposit accounts or in Certificates of Deposits issued by a bank or trust company, provided, however, that such investment shall be payable within such time as proceeds shall be needed to meet expenditures for which such money was obtained and further that such transaction meets all the requirements outlined in Education Law 1723.a and further that appropriate safeguards as may be enacted by the New York State Legislature or other governing agencies will be utilized. This appointment will be in effect for the 2010-2011 school year.
26. **Federal Funds Signatures**  
RESOLVED, the Superintendent of Schools is authorized to sign applications for ESEA Federal programs which the District is entitled to by Federal Law.
27. **New York Schools Insurance Reciprocal (NYSIR)**  
RESOLVED, upon the recommendation of the Superintendent of Schools, the Board of Education authorizes the continuation of the Agreement with New York Schools Insurance Reciprocal for the 2010-2011 school year.
28. **Audit Committee**  
RESOLVED, Members of the Board of Education, Todd Gershon and Kathryn Zucconi hereby continue as members of the audit committee for the 2010-2011 school year.

**Motion by \_\_\_\_\_, seconded by \_\_\_\_\_**

**ADJOURN ORGANIZATIONAL MEETING**