



**Monday, July 10, 2017**  
**Organizational Board of Education Meeting**

**HFC Auditorium**  
**230 Poppy Avenue**  
**Franklin Square, NY 11001**

## **1. Call to Order**

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**Subject                    A. Pledge of Allegiance**

Meeting                  Jul 10, 2017 - Organizational Board of Education Meeting  
 Category                1. Call to Order  
 Access                   Private  
 Type                      Procedural

**Subject                    B. Correspondence (appointment of Board Members)**

Meeting                  Jul 10, 2017 - Organizational Board of Education Meeting  
 Category                1. Call to Order  
 Access                   Private  
 Type                      Procedural

**Subject                    C. Administering of the Oath of Allegiance**

Meeting                  Jul 10, 2017 - Organizational Board of Education Meeting  
 Category                1. Call to Order  
 Access                   Private  
 Type                      Procedural

- Swearing in of District Clerk by Bernadette Gallagher-Gaffney, Esq. (Notary Public)
- Swearing in of Newly Appointed and Re-appointed Board Members by Ms. Eleanor Moore, District Clerk
- Swearing in of Superintendent of Schools by Ms. Eleanor Moore, District Clerk

**Subject                    D. Nominations for President of the Board of Education**

Meeting                  Jul 10, 2017 - Organizational Board of Education Meeting  
 Category                1. Call to Order  
 Access                   Private  
 Type                      Action, Procedural

**Subject                    E. Close Nominations for President of the Board of Education**

Meeting Jul 10, 2017 - Organizational Board of Education Meeting  
 Category 1. Call to Order  
 Access Private  
 Type Action, Procedural

**Subject F. Election of President of the Board of Education**

Meeting Jul 10, 2017 - Organizational Board of Education Meeting  
 Category 1. Call to Order  
 Access Private  
 Type Action, Procedural

**Subject G. Nominations for Vice President of the Board of Education**

Meeting Jul 10, 2017 - Organizational Board of Education Meeting  
 Category 1. Call to Order  
 Access Private  
 Type Action, Procedural

**Subject H. Close Nominations for Vice President of the Board of Education**

Meeting Jul 10, 2017 - Organizational Board of Education Meeting  
 Category 1. Call to Order  
 Access Private  
 Type Action, Procedural

**Subject I. Election of Vice President of the Board of Education**

Meeting Jul 10, 2017 - Organizational Board of Education Meeting  
 Category 1. Call to Order  
 Access Private  
 Type Action, Procedural

## **2. Finance**

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**Subject A. Appointments of Salary Designations**

Meeting Jul 10, 2017 - Organizational Board of Education Meeting  
 Category 2. Finance  
 Access Private  
 Type Action

Admin Content

Appointments of Salary Designations

A. School District Clerk – Ms. Eleanor Moore

B. Medical Inspectors – Cohen Children’s Medical Center

(formerly Steven and Alexandra Cohen Children’s Medical Center of New York) – Dr. Martin Fisher

C. School District Treasurer – Ms. Donna Squicciarino

D. Staff for Senior Citizens' Programs

**Subject**            **B. Additional Appointments**  
 Meeting            Jul 10, 2017 - Organizational Board of Education Meeting  
 Category            2. Finance  
 Access              Private  
 Type                Action

Admin Content

Additional Appointments

A. Claims Auditor – Nawrocki Smith LLP

B. Central Treasurer Extra-Classroom Activity Account – Ms. Donna Squicciarino

C. Attendance Officer – Mr. Henry Simpkins

D. Independent Auditor – R. S. Abrams & Co, LLP

E. Records Access Officer – Ms. Eleanor Moore

F. Asbestos (LEA) Designee – Mr. Matthew Castelluzzo

G. Dignity for All Students Act (DASA) Designees

Elmont Memorial High School

Alicia Calabrese

Floral Park Memorial High School

John Kenny  
Dr. Christine Plackis

H. Frank Carey High School

Sharon Flynn  
Keith Lynch

New Hyde Park Memorial High School

Rosemary DeGennarro  
Maria Hecht  
Dr. Michele Sanzone-Goodrich

Sewanhaka High School

Frank Geritano

**Subject**            **C. Meeting Dates and Locations**  
 Meeting            Jul 10, 2017 - Organizational Board of Education Meeting  
 Category            2. Finance  
 Access              Private  
 Type                Action

Admin Content

Meeting Dates and Locations

A. Board Meeting Locations

Sewanhaka Board Room

B. Regular Board Meetings

4<sup>th</sup> Tuesday of the Month(except Monday, July 10, 2017;  
Tuesday, December 19, 2017)

C. Annual Budget Hearing

May 3, 2018

D. Budget Vote Date

May 15, 2018

**Subject                    D. Recommendations of Adoption of Bonds**

Meeting                    Jul 10, 2017 - Organizational Board of Education Meeting

Category                    2. Finance

Access                      Private

Type                        Action

Admin ContentRecommend Adoption of

A. Treasurer's Faithful Performance Bond - (\$100,000 Blanket + \$1,000,000 excess) = \$1,100,000

B. Purchasing Agent's/Assistant Superintendent for Finance &amp; Operation's Faithful Performance Bond (\$100,000 Blanket + \$1,000,000 excess) = \$1,100,000

C. Superintendent's Faithful Performance Bond (\$100,000 Blanket + \$1,000,000 excess) = \$1,100,000

D. All Other Employees' Faithful Performance Bond (\$100,000 Blanket)

**Subject                    E. Designation of Depositories**

Meeting                    Jul 10, 2017 - Organizational Board of Education Meeting

Category                    2. Finance

Access                      Private

Type                        Action

Admin ContentDesignation of Depositories

A. Capital One Bank, Floral Park

B. Flushing Bank, New Hyde Park

C. M&amp;T Bank, Rochester

**Subject                    F. Designation for Deposit of the following funds**

Meeting                    Jul 10, 2017 - Organizational Board of Education Meeting

Category                    2. Finance

Access                      Private

Type                        Action

Admin ContentDesignation for Deposit of the following funds:

- |                            |  |
|----------------------------|--|
| A. General Fund            | <ul style="list-style-type: none"> <li>• Capital One Bank, Floral Park</li> <li>• Flushing Bank, New Hyde Park</li> <li>• M&amp;T Bank, Rochester</li> </ul> |
| B. General Fund Reserve    | <ul style="list-style-type: none"> <li>• Capital One Bank, Floral Park</li> <li>• Flushing Bank, New Hyde Park</li> </ul>                                    |
| C. School Lunch Fund       | <ul style="list-style-type: none"> <li>• Capital One Bank, Floral Park</li> <li>• Flushing Bank, New Hyde Park</li> </ul>                                    |
| D. Special Aid Fund        | <ul style="list-style-type: none"> <li>• Capital One Bank, Floral Park</li> </ul>  |
| E. Capital Fund            | <ul style="list-style-type: none"> <li>• Capital One Bank, Floral Park</li> <li>• Flushing Bank, New Hyde Park</li> </ul>                                    |
| F. Trust & Agency Fund     | <ul style="list-style-type: none"> <li>• Capital One Bank, Floral Park</li> </ul>  |
| G. Scholarship Fund        | <ul style="list-style-type: none"> <li>• Capital One Bank, Floral Park</li> </ul>  |
| H. Student Activities Fund | <ul style="list-style-type: none"> <li>• Capital One Bank, Floral Park</li> </ul>  |

**Subject            G. Authorization for Required Signatures on Payment Checks**

Meeting            Jul 10, 2017 - Organizational Board of Education Meeting

Category            2. Finance

Access              Private

Type                Action

Admin Content

Authorization for Required Signatures on Payment Checks

A. The Treasurer or Superintendent is authorized to sign checks on the above named funds.

B. The President of the Board is designated to sign checks in lieu of the Treasurer in case of her absence or inability to sign such checks

C. Student Activities Fund

1. Custodian of Fund - Ms. Donna Squicciarino Treasurer
2. Alternate - Dr. Ralph P. Ferrie, Superintendent of Schools

**Subject            H. Authorization for Use of Facsimile Signatures**

Meeting            Jul 10, 2017 - Organizational Board of Education Meeting

Category            2. Finance

Access Private

Type Action

Admin ContentAuthorization for Use of Facsimile Signatures

The President of the Board of Education, the Treasurer, and the Superintendent of Schools for the District shall be authorized to sign checks using facsimile signature disk as reproduced by a check signer or other recognized imprint device.

**Subject I. Payroll Account Authorization**

Meeting Jul 10, 2017 - Organizational Board of Education Meeting

Category 2. Finance

Access Private

Type Action

Admin ContentPayroll Account Authorization

**RESOLVED** that the Treasurer is hereby authorized and empowered to sign from time to time voucher/order checks on the District the total amount of any duly certified payroll for the salaries of regularly appointed employees and officers of the District legally entitled to be compensated for their services, and **BE IT FURTHER RESOLVED** that the Treasurer of the District be authorized to open an account to be known as the "Payroll Account" in any of the banks designated as depositories of the District's funds and deposit therein such voucher/order payroll checks from time to time and when and as the same are delivered to her, as authorized by the Board of Education **AND BE IT FURTHER RESOLVED** that the funds so deposited shall be withdrawn by checks of the District signed by the Treasurer and drawn payable to any individual employee or officer legally entitled to be compensated for his or her services, as certified in payroll distribution by authorization of the Superintendent of Schools.

**Subject J. Wire Transfer of Funds**

Meeting Jul 10, 2017 - Organizational Board of Education Meeting

Category 2. Finance

Access Private

Type Action

Admin ContentWire Transfer of Funds

The Treasurer is authorized, after approval by the Assistant Superintendent for Finance & Operations, to have our depositories wire transfer monies for the investment of District funds or for the following types of payments:

Bond

Bond Anticipation Notes

Dental Payments to Third Party Administrator

Lease Purchase Payments

Payroll Deductions for 403(b) and 457 payments

Payroll Deductions for AFLAC

Payroll Deductions for Credit Union

Payroll Deductions for Flexible Spending Plan

Payroll Deductions and pay District share for New York State Employees'

Retirement System

Tax Payments for Payroll Taxes and Sales Tax

Tax Anticipation Notes

Workers' Compensation Payments to Third Party Administrator

**Subject**            **K. Authorization for Establishing Petty Cash Funds**

Meeting            Jul 10, 2017 - Organizational Board of Education Meeting

Category           2. Finance

Access             Private

Type                Action

Admin ContentAuthorization for Establishing Petty Cash Funds

**RESOLVED** that Petty Cash Funds be established for the use of the building administrations of the District for the payment, in advance of authorization, of properly itemized bills for materials, supplies or service to be rendered to the District under conditions calling for immediate payment therefore. In the administration of such Petty Cash Funds, compliance shall be had with the Regulations of the Commissioner of Education now and hereafter in force.

The Petty Cash Funds are designated as follows:

	<u>Amount</u>
General Fund	
Custodian – Building Principals and Assistant Superintendent for Finance & Operations, \$100 each – ELM, FPM, HFC, NHP, SHS \$100 - ADM	\$600
Student Activities Fund	
Custodian – Building Principals \$100 each – ELM, FPM, HFC, NHP, SHS	\$500
School Lunch Fund	
Custodian – Lunchroom Director	\$100

**Subject**            **L. Authorization for Establishing Till Monies**

Meeting            Jul 10, 2017 - Organizational Board of Education Meeting

Category           2. Finance

Access             Private

Type                Action

Authorization for Establishing Till Monies – a form of Petty Cash which will allow certain departments to make change as required:

The Till Monies are designed as follows:

	<u>Amount</u>
<u>Student Activities Fund</u>	
School Activities Till Custodian – Building Principals \$50 each - ELM, FPM, HFC, NHP, SHS	\$ 250

School Lunch Fund

\$2,500

Lunchroom Till

Custodian – Building Principals

\$500 each - ELM, FPM, HFC, NHP, SHS

**Subject M. Mileage Rate for Use of Personal Cars - 2017-2018**

Meeting Jul 10, 2017 - Organizational Board of Education Meeting

Category 2. Finance

Access Private

Type Action

Admin Content**Mileage Rate for Use of Personal Cars – 2017-2018****Recommend – 53.5 cents per mile (IRS Rate)***Prior Year 2016-2017**54 cents per mile (7/1/16 – 12/31/2016) 1/1/18 – 6/30/18 pending IRS Rate***Subject N. Designation of Official Newspapers**

Meeting Jul 10, 2017 - Organizational Board of Education Meeting

Category 2. Finance

Access Private

Type Action

Admin Content**Designation of Official Newspapers****Publication of all Legal Notices, including Annual Financial Report:****Recommend publication in the local newspapers:****The Bulletin****Franklin Square Bulletin****Floral Park Gateway****New Hyde Park Illustrated News****or Newsday as determined by the District Clerk.****Subject O. Designations required by the Commissioner's Regulations**

Meeting Jul 10, 2017 - Organizational Board of Education Meeting

Category 2. Finance

Access Private

Type Action

Admin Content

The following designations are required by the Commissioner's Regulations:

**A. CHIEF FINANCIAL OFFICER – Dr. Ralph P. Ferrie, Superintendent of Schools**



**B. PURCHASING AGENT** – Kevin O’Brien, Assistant Superintendent for Finance & Operations, (Responsible for purchasing function, and he or his designee is responsible for the opening of bids.)

**C. PAYROLLS** – Kevin O’Brien, Assistant Superintendent for Finance & Operations, (Responsible for certifying payrolls)

**D. BUDGET APPROPRIATION TRANSFERS** - Transfers between and within functional unit budget appropriations will be made upon recommendation by the Superintendent of Schools and may be subject to the approval of the Board of Education pursuant to District Policy # 3553.

**E. CONFERENCES, CONVENTIONS AND WORKSHOPS** – Dr. Ralph P. Ferrie, Superintendent of Schools, or his designee is authorized to approve attendance for staff at conferences, conventions and workshops.

**F. GRANTS-IN-AID** – Dr. Ralph P. Ferrie, Superintendent of Schools, or his designee, is authorized to apply for State and Federal Grants-in-Aid.

Should it need be, the Superintendent of Schools is authorized to act in place of the Assistant Superintendent for Finance & Operations to perform duties (b) and (c) in this section.

**Subject P. Designation of Rates for Civil Service and Special Education Impartial Hearing Officers**

Meeting Jul 10, 2017 - Organizational Board of Education Meeting

Category 2. Finance

Access Private

Type Action

Admin Content

**Designation of Rates for Civil Service and Special Education Impartial Hearing Officers.**

**A. Civil Service Law Section 75 Hearings - \$150 per hour.**

**B. Special Education - In accordance with State Regulations and Board Policy 4175.**

**Subject Q. Adoption of the 2017-2018 Use of School Facilities Fee**

Meeting Jul 10, 2017 - Organizational Board of Education Meeting

Category 2. Finance

Access Private

Type Action

Admin Content

Adoption of the 2017-2018 Use of School Facilities fee pursuant to Board Policy 1410 and Administrative Regulations 1410.1 and 1410.2  
(See Appendix A).

Administrative File Attachments  
[Appendix A - Use of School Facilities.pdf \(88 KB\)](#)

**Subject R. Re-Adoption of All Policies and Codes of Ethics in Effect**

Meeting Jul 10, 2017 - Organizational Board of Education Meeting

Category 2. Finance

Access Private

Type Action

Admin Content

**Re-Adoption of All Policies and Codes of Ethics in Effect**

RESOLVED, that existing policies, bylaws, rules and regulations operative at the close of the 2016-2017 school year remain operative pending a renew and a consideration of necessary changes (Education Law sections 1903, 1709, 2503).

**Subject S. Adoption of Robert's Rules of Order**

Meeting Jul 10, 2017 - Organizational Board of Education Meeting

Category 2. Finance

Access Private

Type Action

Admin Content

Adoption of Robert's Rules of Order - Unless otherwise specified by law, Robert's Rules of Order, Revised, shall be the official guide to the conduct of the Board.

**Subject T. Designation of Meal Allowances**

Meeting Jul 10, 2017 - Organizational Board of Education Meeting

Category 2. Finance

Access Private

Type Action

Admin Content

**Designation of Meal Allowances**

Designation of Meal Allowances in amounts \$7.00 for breakfast, \$11.00 for lunch and \$24.00 for dinner or a total of \$42.00 per day. In the event Trustees, Superintendent of Schools or other employees attend the New York State School Boards Association's annual convention or the National School Boards Association's annual convention, the daily meal allowance shall be the greater of the designated meal allowance or the Internal Revenue Service per diem rate in effect in the locality in which the conference is located.

**Subject U. Authorization to Establish Audit Committee**

Meeting Jul 10, 2017 - Organizational Board of Education Meeting

Category 2. Finance

Access Private

Type Action

Admin Content

**Authorization to Establish Audit Committee**

The audit committee shall be composed of all members of the Sewanhaka Central High School District Board of Education.

**Subject V. Approval of Items A to U**

SEWANHAKA CENTRAL HIGH SCHOOL DISTRICT  
USE OF SCHOOL FACILITIES

APPENDIX A

BOARD OF EDUCATION APPROVAL DATE \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone No. \_\_\_\_\_

Group Representative: \_\_\_\_\_ Area Used: \_\_\_\_\_

School Used: \_\_\_\_\_ Date Used: \_\_\_\_\_

Time Started: \_\_\_\_\_ a.m. / p.m. Time Stopped: \_\_\_\_\_ a.m. / p.m. Total Hours: \_\_\_\_\_

**CHARGES FOR SERVICES RENDERED**

				Amount		
1. Electricity	_____ hrs. @ \$25.00/hr.	=	\$ _____			
2. Sanitary	_____ hrs. @ \$20.00/hr.	=	\$ _____			
3. Heating	_____ hrs. @ \$50.00/hr.	=	\$ _____			Name (s)
4. Custodian/Maintainer	_____ hrs. @ \$47.00/hr.	=	\$ _____		_____ , _____ , _____	
5. Cleaner	_____ hrs. @ \$40.00/hr.	=	\$ _____		_____ , _____ , _____	
6. Security Aides	_____ hrs. @ \$25.00/hr.	=	\$ _____		_____ , _____ , _____	
7. Stage Crew/PA System	_____ hrs. @ \$35.00/hr.	=	\$ _____		_____ , _____ , _____	
8. Student Workers*	_____ hrs. @ \$10.00 hr.	=	\$ _____		_____ , _____ , _____	
TOTAL			\$ _____			

*\*Student workers must be pre-approved by the Board of Education*

ASSIGNED BY:

\_\_\_\_\_  
*Head Custodian*

APPROVED BY:

\_\_\_\_\_  
*Building Principal*

AUTHORIZED BY:

\_\_\_\_\_  
*Kevin O'Brien*  
*Assistant Superintendent for Finance/Operations*

**For Accounting Office  
Use Only**

Invoice Prepared \_\_\_\_\_

Payment Received \_\_\_\_\_