



# PLAINEDGE BOARD OF EDUCATION

## Organizational Meeting HS - Innovation Learning Center

241 Wyngate Drive  
Massapequa, NY 11758  
[www.plainedgeschools.org](http://www.plainedgeschools.org)

Friday, July 7, 2017

7:30 PM

HS - Innovation Learning Center

### Meeting Called to Order by District Clerk

Attendee Name	Title	Status
Catherine Flanagan	President	Present
Raymond Paris	Vice President	Present
Dennis Gustafson	Trustee	Absent
Sonny Spagnuolo	Trustee	Present
Eric Szillus	Trustee	Absent
MaryAnn Karageorges	Trustee	Absent
Sisi Townson	Trustee	Present
Edward A. Salina Jr.	Superintendent	Present
Guy J. Le Vaillant	Deputy Superintendent	Present
Peter Porrazzo	Assistant Superintendent for Business	Present
Lisa DePaola	Assistant to the Superintendent for Curriculum & Instruction	Present

### Motion to: Convene the Organizational Meeting

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Sisi Townson, Trustee
<b>SECONDER:</b>	Raymond Paris, Vice President
<b>AYES:</b>	Catherine Flanagan, Raymond Paris, Sisi Townson, Sonny Spagnuolo
<b>ABSENT:</b>	Dennis Gustafson, Eric Szillus, MaryAnn Karageorges

### Pledge of Allegiance

The District Clerk led those assembled in the Pledge of Allegiance.

#### I. District Clerk

##### A. Administration of Oath of Office to Board Trustees (By District Clerk)

*Maureen Ryan, District Clerk administered the Oath of Office to Mrs. Catherine Flanagan and Mr. Sonny Spagnuolo, who were elected to the Board of Education on May 16, 2017. Both Board of Education members were elected for three year terms, beginning July 1, 2017 and ending on June 30, 2020.*

**B. Nomination for the Office of President of the Board for 2017-2018**

*The District Clerk asked for nominations for the Office of the President of the Board of Education. Mr. Paris nominated Mrs. Flanagan, who accepted the nomination.*

**Motion to:** Appoint Catherine Flanagan as President of the Board of Education

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Raymond Paris, Vice President
<b>SECONDER:</b>	Sisi Townson, Trustee
<b>AYES:</b>	Catherine Flanagan, Raymond Paris, Sisi Townson, Sonny Spagnuolo
<b>ABSENT:</b>	Dennis Gustafson, Eric Szillus, MaryAnn Karageorges

**C. Administration of Oath of Office to President of the Board (By District Clerk)**

*The District Clerk administered the Oath of Office to Catherine Flanagan, President of the Board of Education. The District Clerk then turned the meeting over to the Board President.*

**II. Board President****A. Nomination for the Office of Vice-President of the Board for 2017-2018**

*Mrs. Flanagan asked for nominations for the Office of Vice President. Mrs. Townson nominated Raymond Paris, who accepted the nomination.*

**Motion to:** Appoint Raymond Paris as Vice-President of the Board of Education.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Sisi Townson, Trustee
<b>SECONDER:</b>	Sonny Spagnuolo, Trustee
<b>AYES:</b>	Catherine Flanagan, Raymond Paris, Sisi Townson, Sonny Spagnuolo
<b>ABSENT:</b>	Dennis Gustafson, Eric Szillus, MaryAnn Karageorges

**B. Administration of Oath of Office to the Vice President of the Board (By the District Clerk)**

*The District Clerk administered the Oath of Office to Raymond Paris, Vice-President of the Board of Education.*

**C. Administration of Oath of Office to Superintendent of Schools (By the District Clerk)**

*The District Clerk administered the Oath of Office to Dr. Edward A. Salina, Jr., Superintendent of Schools.*

**Motion to:** Accept Items III-VII under the Organizational Meeting

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Raymond Paris, Vice President
<b>SECONDER:</b>	Sisi Townson, Trustee
<b>AYES:</b>	Catherine Flanagan, Raymond Paris, Sisi Townson, Sonny Spagnuolo
<b>ABSENT:</b>	Dennis Gustafson, Eric Szillus, MaryAnn Karageorges

### III. Appointment of Officers

The District Clerk Administered the Oath of Office to the following:

District Treasurer - Maureen Judge  
Assistant Treasurer - Guy J. Le Vaillant, Ed.D.  
Assistant District Clerk - Maureen Byrne

The Board of Education President administered the Oath of Office to Maureen Ryan, District Clerk

#### 1. Appointment of Officers

**RESOLVED**, that the Board of Education approves the appointment of the following school district officers:

1. **District Treasurer-** Maureen Judge
  - a. Administration of Oath of Office to the District Treasurer **(By District Clerk)**
2. **Assistant Treasurer -** Dr. Guy Le Vaillant
  - a. Administration of Oath of Office to the Assistant Treasurer **(By District Clerk)**
3. **District Clerk -** Maureen Ryan
  - a. Administration of Oath of Office to the District Clerk **(By Board President)**
4. **Assistant District Clerk -** Maureen Byrne
  - a. Administration of Oath of Office to the Assistant District Clerk **(By District Clerk)**

### IV. Other Appointments

#### 1. Other Appointments

**RESOLVED**, that the Board of Education approves the following appointments:

1. **School Physician -** Corporate Medical Consultants
2. **Central Treasurer -** Extra classroom Activity Account - Michael Gibbone, Supervisor of Learning, Teaching & Assessments
3. **Assistant Central Treasurer - Extra classroom Activities Fund High School -** Jennifer Vitale, Assistant Principal
4. **Homeless Liaison -** Verdel Jones, Director of Guidance

5. **Attendance Officer** - Michael Gibbone, Supervisor of Learning, Teaching & Assessments
6. **Records Access Officer** (Freedom of Information Law) - Maureen Ryan, District Clerk
7. **Records Management Officer** (New York State Arts and Cultural Affairs Law) - Dr. Guy Le Vaillant - Assistant Superintendent for Human Resources and Instructional Technology
8. **“Right to Know Law” Information Coordinator** - Joseph Jaronczyk, Director of Facilities III
9. **External Auditor** - Cullen & Danowski, LLP
10. **Internal Auditor** - R. S. Abrams
11. **Claims Auditor** - Nawrocki Smith, LLP, Certified Public Accountants & Business Consultants
12. **Title IX Compliance Officers** (Education Amendments of 1972) - Dr. Guy LeVaillant, Assistant Superintendent for Human Resources & Instructional Technology
13. **ADA Compliance Officers/Coordinators** - Dr. Guy Le Vaillant, Assistant Superintendent for Human Resources & Instructional Technology, Verdel Jones, Director of Guidance
14. **Section 504 Coordinator** - Verdel Jones - Director of Guidance, Dr. Guy Le Vaillant, Assistant Superintendent for Human Resources & Instructional Technology, Joseph Maisano, Director of Special Education
15. **Prevailing Wage Designee** - Joseph Jaronczyk, Director of Facilities III
16. **Asbestos Designee** - Joseph Jaronczyk, Director of Facilities III
17. **Purchasing Agent** - Justine Stringer, School District Auditor
18. **Deputy Purchasing Agent** - Peter Porrazzo, Assistant Superintendent for Business
19. **Designated Education Officials (DEO)** Verdel Jones for non-special education students, Joseph Maisano for special education students
20. **Residency Officer** - Verdel Jones, Director of Guidance
21. **Committee on Special Education and Committee on Preschool Special Education**

**Chairpersons to the Committee on Special Education and Committee on Preschool Special Education**

Joseph Maisano, Director of Special Education  
Bridget Murphy - Assistant Director, Special Education  
Alison Cottone, School Psychologist  
Kim Christ, School Psychologist

**Chairpersons to the Sub-Committee on Special Education**

Joseph Maisano, Director of Special Education  
Bridget Murphy - Assistant Director, Special Education  
Nadyne Castoro, Psychologist  
Kathleen Harders, School Psychologist  
Kimberly Katz, School Psychologist  
Lauren Marcano, School Psychologist  
Lynn Mudryk, School Psychologist  
Allison Cottone, School Psychologist  
Peter Mancuso, School Psychologist  
Kim Christ, School Psychologist

**Social Workers**

Patricia Campbell  
Donald White

**Physician**

Dr. John Coletta

**Parent Members**

Mandy Breslow  
Maria Caltabiano  
Lynn Gustafson  
Theresa Zilins

**Surrogate Parent**

Theresa Zilins

**22. Impartial Hearing Officers**

Impartial Hearing Officers will be appointed from the district-specific Nassau County list of Impartial Hearing Officers as maintained by the Impartial Hearing Reporting System for the 2017-2018 school year.

**23. Bond Counsel - Orrick, Herrington & Sutcliffe, LLP****24. School District Attorney - Ingerman Smith, LLP****25. Fiscal Advisor - Munistat Services, Inc.****26. Medical Review Officer - Land Sea & Air Consulting & Testing, Inc.****27. 403(b) and 457 Retirement Savings Plan Providers - AXA Equitable Life Insurance Company, GWN/Employee Deposit Account, Lincoln Investment Planning, Mutual Inc., NY Life Insurance & Annuity Corp., Oppenheimer Share-Holders Services, The Legend Group/ADSERV, Voya Financial, and New York State Deferred Compensation as official retirement savings plan providers****28. Third Party Administrator for 403(b) and 457 Retirement Plan - OMNI****29. Insurance Broker - NYSIR and Bollinger, Inc.****30. Food Service Director - Nancy Cara****31. DASA Coordinators - Vito Mannino, All elementary schools; Jennifer Thearle, Schwarting; Nadyne Castoro - Schwarting, Carol Muscarella, John H. West; Emily O'Brien, Eastplain; Patricia Campbell, Middle School; Casey Kornahrens, Middle School; Thomas Pisani, High School; Elizabeth Lewis, High School, Don White - High School****32. Law Enforcement Agency - 2nd Precinct and 7<sup>th</sup> Precinct, Nassau County Police Department****33. School Architect - Mark Design Studios****V. Designations****1. Designations**

**RESOLVED**, that the Board of Education approves the following designations:

1. **Official Newspapers** for the 2017-2018 school year:
  - a) Massapequa Post
  - b) Massapequan Observer

- c) Newsday
2. **Bank Depositories** for school district funds for the 2017-2018 school year:
  - a) Citibank
  - b) JP Morgan Chase
  - c) The First National Bank of Long Island

## VI. Authorizations

### 1. Authorizations

**RESOLVED**, that the Board of Education approves the following authorizations:

1. The Superintendent of Schools be authorized to make budget transfers as permitted by Section 170.2(1) of Commissioner's Regulations
2. The Treasurer and Assistant Treasurer, as school officers in charge of investments, be authorized to invest idle cash for all district funds as per Policy #6240
3. The Board of Education President be authorized as Certifier of Payrolls for Annual Civil Service Report
4. The Superintendent of Schools be authorized to certify payrolls of the District for the 2017-2018 school year.
5. The Assistant Superintendent for Business be authorized as the person responsible for coordinating the development and maintenance of fixed assets records
6. The following individuals be authorized as petty cash custodians at the listed locations in the amount of \$100:
  - Central Office - District Treasurer, Maureen Judge
  - Plainedge High School - Principal, Robert Amster
  - Plainedge Middle School - Principal, Anthony DeRiso
  - Eastplain Elementary - Principal, Emily O'Brien
  - John H. West Elementary - Principal, Carol Muscarella
  - Schwarting Elementary - Principal, Jennifer Thearle
  - Transportation - Supervisor, Kathleen Ambrosio
7. The Assistant Superintendent for Curriculum and Instruction, the Assistant to the Superintendent for Instructional Services and Administration and the Superintendent of Schools be authorized to approve conference attendance requests, with designated expenses, as permitted by Section 77-6 of the General Municipal Law
8. The Assistant Superintendent for Business, Treasurer and Assistant Treasurer are authorized to sign district checks for the 2017-2018 school year.

9. The Assistant Superintendent for Business, Treasurer and Assistant Treasurer are authorized for and on behalf of the Plainedge Union Free School District to open bank accounts, execute third party custodial agreements, wire transfer district funds, make investments of district funds, to request, designate holders, change or release third party collateral with any financial institutions, and to execute any acknowledgement, agreement, or other documents which may be necessary in connection with the purchase sale, assignment or transfer of any such obligations.
10. The Assistant Superintendent for Business is authorized to act on behalf of Plainedge Public Schools and sign beneficiary change forms of Lincoln Life & Annuity Company of New York, Hartford Life Insurance Company, Columbian Financial Group/Columbian Mutual Life Insurance Company, Gerber Life Insurance Company, Athene Annuity & Life Assurance Company of New York, Jackson National Life Insurance Company of New York, The Guardian Life Insurance Company and United of Omaha Life Insurance Company.
11. The Superintendent of Schools is authorized to sign all applications and claims relating to Federal and State Grant applications and funding for the district for the 2017-2018 school year.
12. The President of the Board of Education, subject to the provisions of Local Finance Law, is delegated the power to authorize the issuance and to sell Revenue Anticipation Notes of the Plainedge Union Free School District at North Massapequa, Nassau County, New York, including renewals thereof, in anticipation of the collection of revenues for the fiscal year commencing July 1, 2017.
13. The President of the Board of Education, subject to the provisions of Local Finance Law, is delegated the power to authorize the issuance and to sell Bond Anticipation Notes of the Plainedge Union Free School District at North Massapequa, Nassau County, New York, including renewals thereof, in anticipation of the collection of revenues for the fiscal year commencing July 1, 2017.
14. The President of the Board of Education, subject to the provisions of Section 24.00 and 39.00 Local Finance Law, Constituting Chapter 33-a of the Consolidated Laws of the State of New York, is delegated the power to authorize the issuance and to sell Tax Anticipation Notes of the Plainedge Union Free School District at North Massapequa, Nassau County, New York, including renewals thereof, in anticipation of the collection of real estate taxes levied or to be levied for school district purposes for the fiscal year commencing July 1, 2017.
15. The Central Treasurer is authorized to sign the Extra Classroom Activities Fund checks for the 2017-2018 school year.
16. The Assistant Central Treasurers are authorized to co-sign the Extra Classroom Activities Fund checks for the 2017-2018 school year.

## VII. Other Items

### 1. Other Items

#### 1. Annual Policy Review -

**RESOLVED**, that the Board of Education acknowledges its annual review and approval of the policies and regulations listed pursuant to the statutory and regulatory requirements. The following policies are subject to annual review by the Board of Education:

- a. Policy 1900 - Parental Involvement
- b. Policy 2160 - Board Member & School District Officers Code of Conduct (Board Members will sign)
- c. Policy 5100 - Attendance Policy
- d. Policy 5300 - Code of Conduct
- e. Policy 6240 - Investment Policy
- f. Policy 6700 - Purchasing Policy
- g. Reg. 6700R - Purchasing Regulation
- h. Policy 8334 - Credit Card Policy
- i. Reg. 8334R - Credit Card Regulation
- j. Policy 8332 - District Owned Cell Phone
- k. Reg. 8332R - Cell Phone Regulation
- l. Policy 6830 - Expense Reimbursement for Travel
- m. Reg. 6830R - Expense Reimbursement Regulation

#### 2. Annual Reaffirmation of School Employees and Officers Indemnification

**RESOLVED**, that the Board of Education hereby adopts Public Officer's Law §18.

#### 3. Bonding of School Officers

Superintendent	\$1,000,000
Asst. Superintendent for Business	\$1,000,000
Treasurer	\$1,000,000
Assistant Treasurer	\$1,000,000
District Clerk	\$1,000,000
Payroll Clerks (2)	\$1,000,000
All Other Employees	\$100,000

#### 4. Labor Seasonal/Summer Worker Rate

Year 1	\$11.00 per hour
Year 2	\$11.50 per hour
Year 3	\$12.00 per hour

#### 5. Election Worker Rates

Chief Inspector	\$14.00 per hour
Chairperson	\$13.00 per hour
Election Workers	\$11.00 per hour



6.	<b>Substitute Teacher Rate</b>	\$120.00 per day
7.	<b>Substitute Nurse Rate</b>	\$125.00 per day
8.	<b>Resident Substitute Teacher Rate</b>	\$130.00 per day
9.	<b>Retired Teacher Substitute Rate</b>	\$135.00 per day
10.	<b>Part-Time Teacher Aides &amp; Monitor Rate -</b>	
	a. Year 1 & 2 -	\$13.61
	b. Year 3 -	\$14.36
	c. Year 4 -	\$15.17
	d. Year 5 -	\$15.87
	e. Year 6 -	\$16.66
	f. Year 7 -	\$17.42
11.	<b>Substitute Teacher Aides &amp; Monitor Rate</b>	\$12.50 per hour
12.	<b>Substitute Clerical Rate</b>	\$12.50 per hour
13.	<b>Substitute Cleaner Rate</b>	\$13.50 per hour
14.	<b>Substitute Food Service Helper Rate</b>	\$11.00 per hour
15.	<b>Home Tutoring Rate</b> (for individuals not covered under a collective bargaining agreement)	\$44.46 per hour

### VIII. Adjournment

The meeting was closed at 8:00 PM

**Motion to:** Adjourn the Organizational Meeting

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Raymond Paris, Vice President
<b>SECONDER:</b>	Sisi Townson, Trustee
<b>AYES:</b>	Catherine Flanagan, Raymond Paris, Sisi Townson, Sonny Spagnuolo
<b>ABSENT:</b>	Dennis Gustafson, Eric Szillus, MaryAnn Karageorges

Maureen Ryan  
District Clerk