

**OFFICE OF THE SUPERINTENDENT
LINDENHURST PUBLIC SCHOOLS
LINDENHURST, NEW YORK**

TO: Principals, Coordinators, Guidance Counselors, TAL, LASA, CSEA,
Nurses, Aides, and Head Custodians

FROM: Daniel E. Giordano

DATE: July 17, 2015

RE: Annual Organizational Meeting

The following actions were taken by the Board of Education at its annual Organizational Meeting held on July 15, 2015. All listed actions pertain to the 2015-2016 School Year. Please inform the appropriate staff members in your building of the actions which pertain to them.

1. District Counsel administered the Oath of Office to: Board of Education incumbents Donna Hochman and Mary Ellen Cunningham, newly elected Board of Education Trustee Kevin R. Garbe, and to the Superintendent of Schools, Daniel E. Giordano.
2. Trustees Donna Hochman and Mary Ellen Cunningham were re-elected President and Vice-President, respectively, of the Lindenhurst Board of Education.
3. Rosalia Seiter was appointed District Treasurer.
4. Donna Milone was appointed District Clerk.
5. The nine members of the Board of Education were appointed to the District's 2015-2016 Audit Committee.
6. Banks and/or Trust Companies were designed as the official depositories for the funds shown during the 2015-2016 school year.
7. Regular Business Meetings of the Lindenhurst Board of Education and Board of Education Workshop (when necessary) will be held in the All-Purpose Room of the Margaret A. McKenna Administration Building. Community Forums will be held in the various school buildings of the District.
8. Newsday was designated as the primary school district newspaper and the South Bay's Neighbor Newspaper was designated as the secondary newspaper.
9. The firm of Guercio & Guercio, LLP was appointed to serve as General Counsel for the 2015-16 school year, at an annual fee of \$ 35,500.00. The hourly rate for litigation will be \$ 230.00.
10. The firm of Guercio & Guercio, LLP was appointed to serve as Chief Labor Counsel for the 2015-2016 school year at an annual fee of \$41,500.00. The hourly rate will be \$230.00 per hour.

11. The firm of Hawkins, Delafield & Wood was appointed to serve as Bond Counsel for Tax Anticipatory Notes and Serial Bonds.
12. Denis Butler was appointed School Board Secretary at a stipend of \$200.00 per meeting.
13. Celia TumSuden and Donna Milone were appointed Alternate School Board Secretaries to act in the place of the School Board Secretary in her absence, at a stipend of \$100.00 for attendance at meetings and \$100 for preparation of minutes.
14. Denise Butler was appointed Alternate District Clerk to act in the place of the District Clerk in her absence.
15. Approved all persons who appear in the NYS Education Department list of Impartial Hearing Officers for the 2015-2016 school year. (Schedule D, No 1)
16. Colleen Mott was appointed as a surrogate parent for handicapped children, whenever required. (This is in compliance with State Ed Commissioner's Regulation. A surrogate parent means a person appointed to act in place of parents or guardians when a child's parents or guardians are not known are unavailable, or the child is a ward of the State, Schedule D, No. 2)
17. Appointed a Committee on Special Education (CSE) in accordance with Commissioner's Regulations, Part 200, and a Secondary Sub-Committee in accordance with the provisions of Education Law, Section 4402. The following people and positions listed were approved: (Schedule D, No. 3)

Committee on Special Education

Chairpersons:	Suzanne Sugarman	Linda Kaye
	Raymond Boffardi	Victoria Keyes
	Victoria Comerford	Dr. Joel Levine
	Dr. Jennifer Cracco	Kathleen Loehr
	Chris DelGaudio	Dr. Roni Loud-Mosakowski
	KathleenPetrenko	Leslie Rios
	Cristina Padilla-Tagliaferi	Cindy Lipper

School Psychologists:	Raymond Boffardi	Vicki Keyes
	Victoria Comerford	Dr. Joel Levine
	Dr. Jennifer Cracco	Kathleen Loehr
	Chris DelGaudio	Dr. Roni Loud-Mosakowski
	Kathleen Petrenko	Leslie Rios
	Cristina Padilla-Tagliaferi	Cindy Lipper

Special Education Teacher: All Lindenhurst Special Education Teachers

General Education Teacher: All Lindenhurst General Education Teachers

Physician: Dr. Eugene Gerardi

16. Appointed a Committee on Preschool Special Education (CPSE) in accordance with Chapter 243 of the Laws of 1989 (Section 4410 of the Education Laws) and Part 200 of the Regulations of the Commissioner, the following people and positions were approved: (Schedule D No. 4)
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|---|--|
| An appropriate professional
Employed by the district: | Linda Kaye |
| Alternate: | Suzanne Sugarman
Maureen Benson |
| A professional who participated
In an evaluation of the child:
Preschool | Per list of approved Preschool
programs and approved pending
programs. |
| A certified or licensed professional
to the CPSE as appointed by
Suffolk County: | George Heintz or his designee |
| A certified or licensed professional
by the agency charged with the
responsibility for the child in the
birth-to-two system: | Agency designee |
17. Per the Superintendent of Schools recommendation, Suzanne Sugarman, (Assistant to the Superintendent for Special Education and Pupil Personnel Services) was appointed Section 504 Compliance Officer.
18. Per the Superintendent of Schools recommendation, Nancy Scaccia, Assistant High School Principal was appointed Title IX Compliance Officer.
19. Per the Superintendent of Schools recommendation Nancy Scaccia Assistant High School Principal was appointed Dignity for All Students Act Coordinator.
20. Each building principal was appointed Treasurer for Extra-Curricular Activity Funds.
21. Assistant to the Superintendent for Special Education and Pupil Personnel Services was appointed Attendance Officer.
22. District Clerk Donna Milone was appointed District Records Access Officer.
23. Jacqueline A. Scerio, Assistant Superintendent for Business was appointed District Records Management Officer.
24. Per the Superintendent of Schools recommendation Concetta Robinson was appointed Medicaid Compliance Officer and Homeless Liaison Coordinator for the 2015-16 school year.
25. Integra Consulting and Computer Services, Inc. was appointed to serve as the District Annual E-Rate Consultant at a flat rate of \$7,500.00
25. Daniel E. Giordano, Superintendent of Schools was appointed District Records Appeals Officer.
26. Jacqueline A. Scerio, Assistant Superintendent for Business was appointed Student Residency Officer for the purpose of rendering student residency determinations during for the 2015-2016 school year.

27. Capital Markets Advisors, LLC was appointed Financial Advisor.
28. Emkay Consulting, LLC was appointed Claims Auditor.
29. Nawrocki Smith was appointed External Auditor.
30. Cullen & Danowski, LLP to continue to serve as Internal Auditor.
31. Agreement with Syntax to be renewed for Public Relations and Website Maintenance for the 2015-16 school year.
32. Approved the use of Veritext and Dolly Frevola for the purposes of transcribing Hearings for the District. (Recommended by Board Counsel, Guercio & Guercio, LLP)
33. Approved Louise Santino to continue as Facilities Scheduler, for a stipend of \$3,000.
34. Authorized Board President to enter into an agreement with John A. Grillo Architects to continue as the District Architect in connection with capital and bond projects, on an as needed basis.
35. Approved the OMNI Group as Third Party Administrator for 403(b) Retirement Plan
36. Approved Dr. Eugene Gerardi and Dr. Gregory Puglisi as School Physicians for the District.
37. The following individual Service Contracts were approved:

Answer Vending	Vending Machines
AssetWorks, Inc.	Maintenance of Database for Inventory
JEM Security	Monitoring and Service Agreement
School Aid Specialists, LLC	State Aid Consulting
Winter Bros. Waste Systems	Waste Removal
Long Island Geese Control	Geese Control
General Security, Inc.	Fire Alarm Security
The Facilities Management Group	Health & Safety WEB maintenance
38. The price for Middle School lunch was increased by \$.25 (from \$1.75 to \$2.00).
39. Authorized the District to participate in the National School Lunch Program.
40. Approved PMA Management Corp. to serve as the district's Worker's Compensation Administrator.
41. Board President authorized to enter into an agreement with Educational Data Services, Inc. for district participation in the NY Cooperative Bid Maintenance Program.
42. Security Professionals, Inc. to provide Security Services to the District.
43. Appointed Robert Cozzetto, Asbestos Compliance Officer.
44. Board President to enter into a contract with Susan Merims, Food Service Consultant, to provide technical and other assistance.
45. Daniel E. Giordano, Chief School Officer authorized to certify payrolls of the District.
46. Patrice Stango authorized to act as the School Purchasing Agent at an annual stipend of \$4,500.00.

47. Concetta Robinson be authorized to act authorized as the School Deputy Purchasing Agent.
48. Superintendent of Schools Daniel E. Giordano or his designee, authorized to approve all conferences, workshops, etc. requests of school district staff members.
49. The Administration was authorized to establish petty cash funds for the 2015-2016 school year as follows:
- | | |
|--|---------------|
| Superintendent | \$ 100.00 |
| Senior High School and Middle School Principals | \$ 100.00 ea. |
| Principals: Albany Avenue, Alleghany Avenue, Daniel Street | |
| Harding Avenue, William Rall and West Gates Avenue | \$ 75.00 ea. |
| Plant Facilities Administrator | \$ 75.00 |
50. Treasurer Rosalia Seiter was authorized to sign bank checks for the 2015-2016 school year, and Assistant Superintendent for Business Jacqueline A. Scrio was authorized to sign checks in the absence of Ms. Seiter.
51. Chief School Officer Daniel E. Giordano was authorized to approve budget transfers up to a maximum of \$5,000 during the 2015-2016 school year.
52. The Suffolk County Tax Act, General Municipal Law S11and Educational Law S1604a and S1723a currently permits school district tax monies to be deposited into interest bearing accounts. The Board of Education has authorized the Babylon Town Tax Receiver and the Babylon Town Supervisor to place the Lindenhurst School District tax monies into interest bearing accounts until such funds are payable to the local school district with the accrued interest on school tax funds thereon being paid to the Lindenhurst School District.
53. Assistant Superintendent for Business Jacqueline A. Scrio was authorized to invest District funds for the 2015-2016 school year in accordance with the applicable state laws – Education Law 1723 (a).
54. The Board of Education Vice-President is authorized to exercise the duties of the President in the event of absence or disability of the President of the Board of Education.
55. Readopted all of the policies in the District Policy Manual, including the Code of Ethics.
56. Established the mileage rate for reimbursement to school district employees for mileage used while conducting school business, at the IRS rate.
57. Established the per diem meal allowance for the District in accordance with Chapter 31 of the Laws of 1991 as follows:
- Maximum cost of \$62.50 per day, or reimbursement of actual costs if less.
Allowance for each meal: Dinner \$35.00 - Lunch \$17.50 - Breakfast \$10.00.
58. Approved the conducting of a regular Board of Education business meeting at the conclusion of the annual organizational meeting.
59. Resolved to appoint a Voting Delegate and Alternate to represent the Board of Education at the York State School Boards Association’s annual meeting in NYC, New York. (October 18 through October 20, 2015)
60. In compliance with Board of Education Policy No. 8334, specific District employees will be

issued a District credit card to assist with their job responsibilities. Job titles that are issued a District credit card will be determined by the Superintendent and reported to the Board of Education.

Credit cards currently assigned are:

Buildings & Grounds (27)

Fleet One Credit Card
(one for each district vehicle)

Jacqueline Scio and Rose Seiter

Costco American Express Credit Card

61. Adopted a fee schedule for the use of District facilities for the 2015-2016 school year.

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TO: Principals, Coordinators, Guidance Counselors, TAL, LASA, CSEA,
Nurses, Aides, and Head Custodians

FROM: Daniel E. Giordano

DATE: July 11, 2014

RE: Business Meeting

The following actions were taken by the Board of Education at its Business held on July 09, 2014. Please inform the appropriate staff members in your building of the actions which pertain to them.

1. The Superintendent's recommendation to dispose of obsolete equipment at the Albany Avenue Elementary School and the McKenna Administration Building.
2. The Superintendent's recommendation to approve budget transfers over \$5,000.00.
3. All schedules were approved as presented.
4. Acknowledge receipt o the following Superintendent's Report:
 - a. Budget Transfers less than \$5,000, completed from June 30, 2014 through July 2, 2014

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