

**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 11, 2014

RE: Annual Organizational Meeting

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

1. Oath of Office administered to Board of Education incumbents Valerie McKenna, Sean McNielly, Edward J. Murphy Jr. and to Superintendent of Schools Daniel E. Giordano.
2. Trustees Donna Hochman and Mary Ellen Cuninghame were re-elected President and Vice-President respectively of the Board of Education for the 2014-2015 school year.
3. Rosalia Seiter was appointed District Treasurer for the 2014-2015 school year.
4. Mary Lou Gates was appointed District Clerk for the period of July 1, 2014 through December 31, 2014 at a stipend of \$5,000.00.
5. The nine members of the Board of Education were appointed to the District's 2014-2015 Audit Committee.
6. List of designated Banks and/or Trust Companies to be used as the official depositories for funds shown during the 2014-2015 school year.
7. Regular Business Meetings of the Lindenhurst Board of Education will be held on the first Wednesday of the month at 8:00 p.m. in the All-Purpose Room of the Margaret A. McKenna Administration Building; Board of Education Workshops, when necessary, will be held on the second Wednesday of the month at 8:00 p.m. in the Board Room of the Margaret A. McKenna Administration Building; and the Community Forums will be held on the third Wednesday of the month, when scheduled, and will be held in the various school buildings of the district during the 2014-15 school year.
8. Newsday was designated as the primary school district newspaper and the South Bay's Neighbor Newspaper designated as the secondary newspaper for the 2014-2015 school year.
9. The firm of Lamb & Barnosky, LLP was appointed to serve as School Attorney for the 2014-2015 school year, at an annual fee of \$57,500.00. The hourly rate will be capped at \$250 for partners and associates.

10. The firm of Guercio & Guercio, LLP was appointed to serve as Chief Labor Counsel for the 2014-2015 school year at an annual fee of \$41,500.00. The hourly rate will be capped at \$230.00 per hour.
11. The firm of Hawkins, Delafield & Wood was appointed to serve as Bond Counsel for the 2014-2015 school year for Tax Anticipatory Notes and Serial Bonds.
12. Mary Lou Gates was appointed School Board Secretary for the period of July 1, 2014 through December 31, 2014 at a stipend of \$200.00 per meeting for attendance at meeting and preparation of minutes.
13. Approved all persons who appear on the NYS Education Department list of Impartial Hearing Officers for the 2014-2015 school year. (Schedule D, No 1)
14. Colleen Mott was appointed as a surrogate parent for handicapped children, whenever required, for the 2014-2015 school year. 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)
15. 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 for the 2014-2015 school year: (Schedule D, No. 3)

Committee on Special Education

Chairpersons:	Dr. Barbara J. Brown Linda Kaye Raymond Boffardi Victoria Comerford Dr. Jennifer Cracco Chris DelGaudio Leslie Rios	Dr. Concetta Russo Victoria Keyes Dr. Joel Levine Kathleen Loehr Dr. Roni Loud-Mosakowski Cristina Padilla
School Psychologists:	Raymond Boffardi Victoria Comerford Dr. Jennifer Cracco Chris DelGaudio Leslie Rios	Vicki Keyes Dr. Joel Levine Kathleen Loehr Roni Loud-Mosakowski Cristina Padilla
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 for the 2014-2015 school year: (Schedule D, No. 4)

An appropriate professional
Employed by the district: Linda Kaye

Alternate:

Dr. Barbara J. Brown
Maureen Benson

A professional who participated
In an evaluation of the child:

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. Barbara Brown, Assistant to the Superintendent for Special Education and Pupil Personnel Services was appointed Section 504 Compliance Officer for the 2014-2015 school year.
18. Barbara Brown, Assistant to the Superintendent for Special Education and Pupil Personnel Services was appointed Title IX Compliance Officer for the 2014-2015 school year.
19. Barbara Brown, Assistant to the Superintendent for Special Education and Pupil Personnel Services was appointed Dignity for All Students Act Coordinator for the 2014-2015 school year.
20. Each building principal was appointed Treasurer for Extra-Curricular Activity Funds during the 2014-2015 school year.
21. Assistant to the Superintendent for Special Education and Pupil Personnel Services was appointed Attendance Officer for the 2014-2015 school year.
22. District Clerk Mary Lou Gates was appointed District Records Access Officer for the 2014-2015 school year.
23. Jacqueline A. Scio, Assistant Superintendent for Business was appointed District Records Management Officer for the 2014-2015 school year.
24. Integra Consulting and Computer Services, Inc. was appointed to serve as the District Annual E-Rate Consultant for the 2014-15 school year at a flat rate of \$7,500.00
25. Daniel E. Giordano, Superintendent of Schools was appointed District Records Appeals Officer for the 2014-2015 school year.
26. Jacqueline A. Scio, Assistant for Business was appointed Student Residency Officer for the purpose of rendering student residency determinations for the 2014-2015 school year.
27. Capital Markets Advisors, LLC was appointed Financial Advisor for the 2014-2015 school year.
28. Emkay Consulting, LLC was appointed Claims Auditor for the 2014-2015 school year.
29. Nawrocki Smith was appointed External Auditor for the 2014-2015 school year.
30. Cullen & Danowski, LLP to continue to serve as Internal Auditor for the 2014-2015 school year.

31. Renewed the agreement with Don Angelo & Associates for preparation of Financial Statements under Government Accounting Standards Board Pronouncement No. 34 for the year ending June 30, 2015.
32. Suzanne Hand Associates to continue to provide transcribing services (Hearings) for the District during the 2014-2015 school year.
33. Louise Santino to continue as Facilities Scheduler for the 2014-15 school year for a stipend of \$3,000.00.
34. John A. Grillo Architect, P.C. to continue as the District Architect in connection with capital projects on an as-needed basis.
35. The Omni Group to continue as Third Party Administrator for 403(b) Retirement Plan for the 2014-2015 school year.
36. The following individual Service Contracts were approved for the 2014-2015 school year:

Answer Vending	Vending Machines
AssetWorks, Inc.	Maintenance of Database for Inventory
JEM Security	Monitoring and Service Agreement
School Aid Specialists, LLC	State Aid Consulting
School Aid Specialists, LLC	Medicaid Consulting
Progressive Waste Solutions	Waste Removal
37. The price for Middle School lunch was increased by \$.25 (from \$2.00 to \$2.25) for the 2014-2015 school year.
36. Authorized the District to participate in the National School Lunch Program for the 2014-2015 school year.
37. PMA Management Corp. to serve as the District's Worker's Compensation Administrator from July 1, 2014 to June 30, 2015.
38. Board President authorized to enter into an agreement with Educational Data Services, Inc. for district participation in the NY Cooperative Bid Maintenance Program for the 2014-15 school year.
39. Security Professionals, Inc. to provide Security Services to the District from July 1, 2014 to June 30, 2015.
40. Appointed Robert Cozzetto, Asbestos Compliance Officer for the 2014-2015 school year.
41. Daniel E. Giordano, Chief School Officer was authorized to certify payrolls of the District for the 2014-2015 school year.
42. Patrice Stango was authorized to act as the School Purchasing Agent for the 2014-2015 school year at an annual stipend of \$4,500.00.
43. Connie Robinson was authorized to act as the School Deputy Purchasing Agent for the 2014-2015 school year.
44. Superintendent of Schools Daniel E. Giordano or his designee, was authorized to approve all conferences, workshops, etc. requests of school district staff members for the 2014-2015 school year.

45. The Administration was authorized to establish petty cash funds for the 2014-2015 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

46. Treasurer Rosalia Seiter was authorized to sign bank checks for the 2014-2015 school year, and Assistant Superintendent for Business Jacqueline A. Scrio was authorized to sign checks in the absence of Ms. Seiter.

47. Chief School Officer Daniel E. Giordano was authorized to approve budget transfers up to a maximum of \$5,000 during the 2014-2015 school year.

48. The Suffolk County Tax Act, General Municipal Law S11 and 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.

49. Assistant Superintendent for Business Jacqueline A. Scrio was authorized to invest District funds for the 2014-2015 school year in accordance with the applicable state laws – Education Law 1723 (a).

50. 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.

51. Readopted all of the policies in the District Policy Manual, including the Code of Ethics, for the 2014-2015 school year.

52. Established the mileage rate for reimbursement to school district employees for mileage used while conducting school business, at the IRS rate for the 2014-2015 school year.

53. 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.

54. Approved the conducting of a regular business meeting at the conclusion of the annual organizational meeting.

55. 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 26 through October 26, 2014)

56. Adopted the days of religious observance recognized by the Commissioner of Education for the 2014-2015 school year and to empower the administration to utilize the attendance correction technique on such of the days as may actually benefit the district.

57. 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

58. Adopted a fee schedule for the use of District facilities for the 2014-2015 school year.

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LINDENHURST PUBLIC SCHOOLS
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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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