

**REORGANIZATION MEETING
MINUTES OF THE BOARD OF EDUCATION
HUNTINGTON U.F.S.D.**

July 5, 2011

The Reorganization Meeting of the Board of Education of the Huntington Union Free School District was held on Tuesday, July 5, 2011 at Jack Abrams School, Lowndes Avenue, Huntington Station, New York. The meeting was called to order at 6:05 p.m.

ROLL CALL

There were present Board of Education Members: Black, Brown, Hebert, McGrath, Paci, Rogan, Spector; Superintendent Polansky; Dr. Card, Dr. Giani, Mr. Grackin and Mrs. Troffa.

PLEDGE OF ALLEGIANCE

Mrs. Troffa led the Board of Education and the others present in the Pledge of Allegiance to the flag.

EMERGENCY EVACUATION PROCEDURE

Mrs. Troffa discussed the exits to be used in the event of an emergency.

SMOKE-FREE SCHOOL DISTRICT

Mrs. Troffa announced that the Huntington Union Free School District is a smoke-free district and smoking is prohibited in all buildings and on school grounds. She also asked that all cell phones be turned off.

ADMINISTRATION OF OATH OF OFFICE TO NEW BOARD MEMBERS

District Clerk, Elizabeth Troffa, administered the Oath of Office to Board of Education Members Mrs. Hebert and Mr. Spector.

ADMINISTRATION OF OATH OF OFFICE TO SUPERINTENDENT OF SCHOOLS

District Clerk, Elizabeth Troffa, administered the Oath of Office to James W. Polansky, Superintendent of Schools.

ELECTION OF BOARD OF EDUCATION OFFICERS

Election of President of the Board of Education for the 2011-2012 school year:

Mrs. Black nominated Mr. Paci for President of the Board of Education. Mrs. Brown nominated Emily Rogan for President of the Board of Education.

A vote was taken to elect Mr. Paci for President:

AYES:	3	Mrs. Black Mr. McGrath Mr. Paci
NOES:	4	Mrs. Brown Mrs. Hebert Mrs. Rogan Mr. Spector
ABSTAIN:	0	

MOTION did not carry.

A vote was taken to elect Mrs. Rogan for President:

AYES:	4	Mrs. Brown Mrs. Hebert Mrs. Rogan Mr. Spector
NOES:	3	Mrs. Black Mr. McGrath Mr. Paci
ABSTAIN:	0	

MOTION carried 4-3.

The Board of Education declared Mrs. Rogan as President for the 2011-2012 school year.

Election of Vice-President of the Board of Education for the 2011-2012 school year:

Mrs. Black nominated Mr. Paci for Vice-President of the Board of Education.

A vote was taken to elect Mr. Paci for President.

MOTION carried 7-0.

The Board of Education declared Mr. Paci as Vice-President for the 2011-2012 school year.

ADMINISTRATION OF OATH OF OFFICE TO BOARD OFFICERS

Mrs. Troffa administered the Oath of Office to Mrs. Rogan as President and Mr. Paci as Vice President of the Board of Education for the 2011-2012 school year.

APPOINTMENT OF OFFICERS

DISTRICT CLERK

A MOTION was made by Mrs. Black and seconded by Mrs. Brown to appoint Elizabeth Troffa as District Clerk for the 2011-2012 school year.

MOTION carried 7-0.

DISTRICT TREASURER

A MOTION was made by Mrs. Black and seconded by Mrs. Brown to appoint Jill Miranda as District Treasurer for the 2011-2012 school year.

MOTION carried 7-0.

ADMINISTRATION OF OATH OF OFFICE TO DISTRICT CLERK AND DISTRICT TREASURER

Mrs. Troffa administered the Oath of Office to Mrs. Miranda as District Treasurer for the 2011-2012 school year.

Mrs. Miranda administered the Oath of Office to Mrs. Troffa as District Clerk for the 2011-2012 school year.

SPECIAL PERSONNEL

SCHOOL DISTRICT LEGAL COUNSEL

A MOTION was made by Mrs. Brown and seconded by Mrs. Black to approve the appointment of Guercio & Guercio as General Legal Counsel for the school year 2011-2012, with a yearly retainer of \$41,000 and a litigation rate of \$240 per hour.

(See Attached)

MOTION carried 7-0.

SCHOOL DISTRICT LABOR COUNSEL

A MOTION was made by Mrs. Brown and seconded by Mrs. Black to approve the appointment of Guercio & Guercio as district Negotiations Counsel for the 2011-2012 school year, with a yearly retainer of \$80,000 and an hourly rate of \$240.

(See Attached)

MOTION carried 7-0.

CLAIMS AUDITOR

A MOTION was made by Mrs. Brown and seconded by Mrs. Black to approve the appointment of R.S. Abrams & Co., LLP as claims auditor for the 2011-2012 school year at a monthly fee of \$2,650.

(See Attached)

MOTION carried 7-0.

INTERNAL AUDITOR

A MOTION was made by Mrs. Brown and seconded by Mrs. Black to approve the appointment of Sheehan & Company as internal auditor for the 2011-2012 school year at a fee not to exceed \$35,000 for the year.

MOTION carried 7-0.

AUDIT COMMITTEE

A MOTION was made by Mrs. Black and seconded by Mrs. Hebert to approve the appointment of Richard McGrath, Adam Spector, and Lynn Kiraly as members of the Audit Committee for the 2011-2012 school year.

MOTION carried 7-0.

SCHOOL DISTRICT PHYSICIAN

A MOTION was made by Mrs. Brown and seconded by Mr. Spector to approve the appointment of Dr. John Colletta as district physician for the 2011-2012 school year, with a yearly retainer of \$53,500.

MOTION carried 7-0.

LEA REPRESENTATIVE AND MEMBERS OF CPSE AND CSE

A MOTION was made by Mrs. Brown and seconded by Mrs. Black to approve the appointment of the following personnel:

MEMORANDUM

To: James W. Polansky
From: Dr. Vicki L. Mingin
Re: Appointment of LEA Representatives and Members of CPSE and CSE
Date: June 20, 2011

It is customary at the Reorganization Meeting that the Board of Education appoints members of the Committee on Preschool Special Education (CPSE), Committee on Special Education (CSE) and Sub-Committees of the CSE. Listed below are the recommended appointments for the CPSE, CSE and Subcommittees on Special Education for the 2011-12 school year.

As outlined in Part 200 Regulations of the Commissioner of Education Section 200.3(a)(1) and (2), each Board of Education shall appoint members to the Committees on Special Education (CSE), and members to the Committees on Preschool Special Education (CPSE), and determine the number of subcommittees to be appointed, upon the recommendation of the CSE. These appointments, in accordance with the provision of Education Law, Section 4402 and 4410, are necessary to ensure timely evaluation and placement of students.

I am recommending that the Board of Education appoint the following CPSE and CSE committee members:

CPSE Membership

Parent of Preschool Child: Or person in parent relationship to the student as per Public Law 108-446 Part 200 Section 200.1 (ii)(1)

LEA Rep./CPSE Chair Dr. Vicki L. Mingin
 Nancy C. Wilson
 School Psychologists
 Special Education Chairpersons
 Special Education Coordinator
 Principals (as alternates)

Additional Parent Members: Biernacki	Juliann Abedin	Christine
	Lynnette Bavaro Margot Edlin Amy Giles Deborah Gulmi Katherine Kovach Lisa Lurie Christine Mowery Cathy O'Connor Cindy Reilly Carol Schlitt Irene Vanderschuyt Vanderschuyt	Per Dobler Toni Funk Jennifer Giugliano Hillary Hess Nancy Levine Lisa Mattucci Carrie Nikodem Janet Ottas Kathy Shea Melinda Weissman Norman

Suffolk County: Appropriately certified or licensed Representative of Suffolk County

Regular Education Teacher of the Child: Whenever the child is or may be participating in the regular education environment.

Special Education Teacher of the Child: One special education teacher of the child, or if appropriate, a special education provider of the child.

- For a preschool child in transition from early intervention programs and services the appropriate professional designated by the agency that has been charged with the responsibility for the preschool child.

A School Psychologist: As per CR 200.3(a)(2)(vi),

Other persons having knowledge of the child: As per CR 200.3(a)(2)(vii).

CSE Membership

Parent of Student: A person in a parental relationship to the student as Per Public Law 108-446 Part 200 Section 200.3 (a)(1)(i) CR

LEA Rep./CSE Chair: Dr. Vicki L. Mingin, Executive Director
Nancy C. Wilson
School Psychologists
Special Education Chairpersons
Special Education Coordinator
Principals (as alternates)

Regular Education Teacher*: At least one regular education teacher of the student whenever the student is or may be participating in the regular education environment.

Special Education Teacher*: Special Education Teacher, or when appropriate, at least one Special Education provider of the student.

Psychologists: Dr. Russell Bomse
Dr. Cynthia Fletcher
Dr. Nancy DeVito
Dr. Mary DiBenedetto
Nina DiGioia
Dr. Julissa Garris-Shade
Renee Jones-Vaughans
Dr. Giovanni Mendez
Melody Renick

Additional Parent Members: Biernacki	Juliann Abedin	Christine
	Lynnette Bavaro	Per Dobler
	Margot Edlin	Toni Funk
	Amy Giles	Jennifer Giugliano
	Deborah Gulmi	Hillary Hess
	Katherine Kovach	Nancy Levine
	Lisa Lurie	Lisa Mattucci
	Christine Mowery	Carrie Nikodem
	Cathy O'Connor	Janet Ottas
	Cindy Reilly	Kathy Shea
	Carol Schlitt	Melinda Weissman
	Irene Vanderschuyt	Norman
	Vanderschuyt	

Social Workers: As assigned per building (see list below).

School Physician: Dr. Colletta, if specifically requested in writing by the parent of the student or by a member of the school, at least 72 hours prior to the meeting

Other persons having knowledge of student: As per CR 200.3(a)(1)(ix)

Student: The student, if appropriate. 200.3(a)(x)

The Huntington Union Free School District will appoint building-based CSE and Sub-CSEs to conduct meetings for students in out-of-district placements composed of the above members and special education staff from the program.

Special Education Department

Executive Director:	Dr. Vicki L. Mingin
Assistant Director:	Nancy C. Wilson
Coordinator Out-of-District:	Katie McCourt
Special Education Chairperson:	Kaaren Palumbo
Special Education Chairperson:	Linda Costello-Roth
School Physician:	Dr. John Colletta
School Social Workers:	Kathryn Costa
	Linda Kohan
	Vilma Matos
	Giselle Soto

The Board of Education is required to establish a sufficient number of CSEs, to the extent such Committees are required, to ensure the timely evaluation and placement of students with disabilities.

The Board of Education authorizes the Executive Director and Assistant Director to make amendments to students' IEPs as outlined in the Part 200.4(g)(1)(2)(3) of the Regulations of the Commissioner.

Sub-Committees on Special Education

Education Law Section 4402 Regulations of the Commissioner Part 200.3(c)(4), the Huntington Union Free School District will authorize Sub-Committees as established in the regulations to perform the functions of the Committee on Special Education (CSE), except when a student is considered for initial placement in:

1. a special class; or
2. a special class outside of the student's school of attendance; or
3. a school primarily serving students with disabilities in a school outside of the student's district.

The membership of each sub-committee shall include as per 200.3 (c)(2) CR, but not be limited to:

- (1) The parents of the student;
- (2) not less than one regular education teacher of the student whenever the student is, or may be, participating in the regular education environment;
- (3) not less than one of the student's special education teachers or, if appropriate, not less than one special education provider of the student;
- (4) A representative of the school who is qualified to provide, administer, or supervise special education and who is knowledgeable about the general curriculum and who is knowledgeable about the availability of resources of the school district, who may also fulfill the requirement of subparagraph (iii) or (v) of this paragraph;
- (5) a school psychologist, whenever a new psychological evaluation is reviewed or a change to a program option with a more intensive staff/student ratio, as set forth in section 200.6(h)(4) of the Part, is considered;
- (6) an individual who can interpret the instructional implications of evaluation results, who may be a member appointed pursuant to subparagraphs (ii) through (v) or (vii) of this paragraph;

- (7) such other persons having knowledge or special expertise regarding the student, including related services personnel as appropriate, as the committee or the parent shall designate, and
- (8) the student, if appropriate.

The Huntington Union Free School District will appoint building level Sub-Committees on Special Education and an Out-of-District Building Based Sub-Committee composed of the members listed below:

Upon receipt of a written request, the subcommittee shall immediately refer to the committee for its review any recommendation of the subcommittee concerning the identification, evaluation, educational placement or provision of a free appropriate public education to a student that is not acceptable to the parent or person in parental relationship to such student.

The regular education teacher of the student with a disability must, to the extent appropriate, participate in the development, review and revision of a student's IEP, including assisting in the determination of

- (1) appropriate positive behavioral intervention supports and other strategies for the student; and
- (2) supplementary aids and services, program modifications and supports for school personnel that will be provided for the student, consistent with section 200.4(d) of this Part.

* Teacher - (Education Law) Section 4402.1 adds the pupil's teacher to the list of required members of the Committee on Special Education and the Committee on Preschool Special Education. Therefore, I recommend that the Board of Education pass a resolution making each teacher a member of the Committee on Special Education. The Regulations of the Commissioner Part 200.1(pp), Part 200.1(yy) and 200.3(a)(1)(ii) mandates that if a child with a disability is being considered for, or is in any general education curriculum, not less than one general education teacher as well as no less than one special education teacher must be present at the CSE.

** Psychologists for all bilingual/monolingual Spanish and LEP students who require bilingual evaluations.

At the secondary level a guidance counselor shall attend all CSE meetings.

The Board of Education must appoint and maintain a list of surrogate parents. As defined in Part 200.1 (ccc) of the Regulations of the Commissioner of Education, 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, or when after reasonable efforts, the Board of Education cannot discover the whereabouts of a parent or, or the student is an unaccompanied homeless youth or ward of the State and does not have a Parent who meets the definition of this Section.

I propose that the Board of Education consider Carrie Nikodem and Margot Edlin for appointment as surrogate parents.

Additional parent members and surrogate parents will be added when they have received the required training during the 2011-12 school year.

The Part 200 Regulations of the Commissioner of Education Part 200 was used in preparation of this document which includes all amendments through March 2011.

Note: The Individuals with Disabilities Education Act was reauthorized in December 2004. The Federal Regulations were adopted on October 13, 2006. Any updates to the Part 200 dated after March 2011 that effect the CSE or CPSE membership will be sent to the Board of Education for approval.

cc: Dr. Kenneth Card
Dr. Joseph Giani
Dave Grackin

MOTION carried 7-0.

APPOINTMENT OF BOARD MEMBER TO REVIEW CSE AND CPSE MINUTES

A MOTION was made by Mrs. Brown and seconded by Mrs. Black to appoint Mrs. Brown to review CSE and CPSE Minutes out of the time frame of a regularly scheduled board meeting and to accept the recommendations set forth in the CSE/CPSE Minutes on behalf of the Board of Education and to appoint an Impartial Hearing Officer as needed.

MOTION carried 7-0.

IMPARTIAL HEARING OFFICERS

A MOTION was made by Mrs. Brown and seconded by Mrs. Black to approve the appointment of the following personnel:

MEMORANDUM

Date: June 20, 2011
To: James W. Polansky
From: Dr. Vicki L. Mingin
RE: **Impartial Hearing Officers**

As per Part 200.1(x) and 200.5(3)(i), the Board of Education shall arrange for the appointment of an Impartial Hearing Officer from the impartial hearing officer list in accordance with the rotational selection process established in Section 200.2(e)(i)(ii) of the Part 200 Regulations of the Commissioner and the administrative procedures established by the Board of Education. Hearing officers must be selected from the approved list via the web-based Impartial Hearing Reporting System established and maintained by New York State Education Department.

Please review this information with the Board of Education at the reorganization meeting on July 5, 2011.

If you have any questions regarding this memo, please do not hesitate to contact me at 673-2115.

Thank you very much for your assistance in this matter.

cc: Dave Grackin

MOTION carried 7-0.

SECTION 504 COMPLIANCE OFFICER

A MOTION was made by Mrs. Brown and seconded by Mr. McGrath to appoint Dr. Kenneth Card as Section 504 Compliance Officer for the 2011-2012 school year.

MOTION carried 7-0.

TITLE IX COMPLIANCE OFFICER

A MOTION was made by Mrs. Brown and seconded by Mr. McGrath to appoint Dr. Joseph Giani as Title IX Compliance Officer for the 2011-2012 school year.

MOTION carried 7-0.

CENTRAL TREASURER FOR EXTRA-CURRICULAR FUNDS – BUILDING LEVEL

A MOTION was made by Mrs. Brown and seconded by Mr. McGrath to appoint Central Treasurers in the three buildings that have an extra classroom activity account for the 2011-2012 school year.

School	Central Treasurer
Woodhull Intermediate	Christopher Hender
Finley Middle School	Joanne Gurrieri
Huntington High School	Eileen DeAngelis

MOTION carried 7-0.

DEPUTY TREASURER

A MOTION was made by Mrs. Brown and seconded by Mr. McGrath to appoint Margaret Creighton as Deputy Treasurer for the 2011-2012 school year.

MOTION carried 7-0.

PURCHASING AGENT

A MOTION was made by Mrs. Brown and seconded by Mr. McGrath to appoint Roberta Roth as Purchasing Agent for the 2011-2012 school year.

MOTION carried 7-0.

DEPUTY PURCHASING AGENT

A MOTION was made by Mrs. Brown and seconded by Mr. McGrath to appoint the Assistant Superintendent for Finance and Management Services, David H. Grackin, as Deputy Purchasing Agent for the 2011-2012 school year.

MOTION carried 7-0.

RECORDS ACCESS OFFICER AND RECORDS MANAGEMENT OFFICER

A MOTION was made by Mrs. Brown and seconded by Mr. McGrath to appoint Elizabeth Troffa as Records Access Officer and Records Management Officer for the 2010-2012 school year.

MOTION carried 7-0.

BOARD OF REGISTRATION AND ELECTON PERSONNEL

A MOTION was made by Mrs. Brown and seconded by Mr. McGrath to appoint the following as Members of the Board of Registration and Election Personnel for the 2010-2011 school year:

Appointment Member, Board of Registration

Concetta Cagnino

Appointment – Chief Inspector

Catherine Bender

Appointment* - Election Clerks & Inspectors

Madeline Emmons	Rosemarie O'Rourke
Joan Esposito	Betty Jo White
Melvin Feinberg	Kim Zelman
Margaret Florio	Regina Zorn
Gordon Goldsmith	
Marge Holly	
Regina Kelly	
Phoebe Krane	
Mildred Lombardo	
Dorothy McElduff	

*Approval to add and delete as necessary.

MOTION carried 7-0.

RESIDENCY HEARING OFFICER

A MOTION was made by Mrs. Brown and seconded by Mr. McGrath to appoint Dr. Joseph Giani as Residency Hearing Officer for the 2011-2012 school year.

MOTION carried 7-0.

CHIEF INFORMATION OFFICER

A MOTION was made by Mrs. Brown and seconded by Mr. McGrath to appoint Marybeth Robinette as Chief Information Officer for the 2011-2012 school year.

MOTION carried 7-0.

BACKUP CHIEF INFORMATION OFFICER

A MOTION was made by Mrs. Brown and seconded by Mr. McGrath to appoint Nancy Allard as Backup Chief Information Officer for the 2011-2012 school year.

MOTION carried 7-0.

HEALTH AND SAFETY CONSULTANT

A MOTION was made by Mrs. Brown and seconded by Mr. McGrath to approve the appointment of Eastern Suffolk BOCES to provide Health and Safety Consultant Services for 2011-2012.

MOTION carried 7-0.

BONDING OF EMPLOYEES

A MOTION was made by Mrs. Black and seconded by Mrs. Brown to secure excess bonding as listed below:

District Treasurer	\$1,000,000
Deputy Treasurer	\$1,000,000
Assistant Superintendent for Finance and Management Services	\$1,000,000
Central Treasurers (3)	(Each) \$500,000
District Clerk	\$200,000

MOTION carried 7-0.

DESIGNATION OF NEWSPAPERS

A MOTION was made by Mrs. Brown and seconded by Mrs. Hebert to designate the Huntington News, Long Islander, The Times Beacon Record Newspapers and Newsday as official newspapers of the district for the 2010-2012 school year.

MOTION carried 7-0.

DESIGNATION OF SCHOOL DISTRICT DEPOSITORIES

A MOTION was made by Mrs. Brown and seconded by Mrs. Hebert to approve the following as depositories for school district funds for the 2011-2012 school year.

(See attached)

MOTION carried 7-0.

CERTIFICATION OF PAYROLLS

A MOTION was made by Mrs. Brown and seconded by Mrs. Black to designate the Superintendent of Schools and the Assistant Superintendent for Finance and Management Services to certify all payrolls for the 2011-2012 school year.

MOTION carried 7-0.

PETTY CASH ACCOUNTS

A MOTION was made by Mrs. Brown and seconded by Mrs. Black to approve the following Petty Cash Accounts for the 2011-2012 school year:

(See attached)

MOTION carried 7-0.

USERS OF FACILITIES

A MOTION was made by Mrs. Brown and seconded by Mrs. Black to approve the following Users of Huntington School District Facilities, in accordance with Board of Education Policy #P-3270, for the 2011-2012 school year.

(See attached)

MOTION carried 7-0.

MILEAGE REIMBURSEMENT

A MOTION was made by Mrs. Brown and seconded by Mrs. Black to approve the following employees for reimbursement for mileage, at the IRS rate, while using their own cars on school district business during the 2010-2011 school year:

(See attached)

MOTION carried 7-0.

GRANTS-IN-AID AUTHORIZATION

A MOTION was made by Mrs. Brown and seconded by Mrs. Black to designate the Superintendent of Schools as the official who may apply for Grants-In-Aid as appropriate for the 2011-2012 school year.

MOTION carried 7-0.

HEALTH SERVICES CONTRACTS

A MOTION was made by Mrs. Brown and seconded by Mrs. Black to give authority to the Board President and District Clerk to execute and sign health services contracts for the 2011-2012 school year.

MOTION carried 7-0.

TUITION CONTRACTS

A MOTION was made by Mrs. Brown and seconded by Mrs. Black to give authority to the Board President and District Clerk to execute and sign tuition contracts for the 2011-2012 school year.

MOTION carried 7-0.

REVIEW OF INVESTMENT POLICY

A MOTION was made by Mrs. Brown and seconded by Mrs. Hebert to reaffirm the Board of Education Investment Policy #P-5220:

(See Attached)

MOTION carried 7-0.

REVIEW OF PURCHASING POLICY

A MOTION was made by Mrs. Brown and seconded by Mrs. Hebert to reaffirm Board Policy #P-5430, Purchasing Policy, after review, in accordance with New York State Law.

(See Attached)

MOTION carried 7-0.

READOPTION OF ALL POLICIES

A MOTION was made by Mrs. Brown and seconded by Mrs. Hebert to readopt all Board policies.

MOTION carried 7-0.

READOPTION OF CODE OF CONDUCT

A MOTION was made by Mrs. Brown and seconded by Mrs. Hebert to readopt the District's Code of Conduct.

(See attached)

MOTION carried 7-0.

ADOPTION OF RELIGIOUS HOLIDAYS

A MOTION was made by Mrs. Brown and seconded by Mrs. Hebert to adopt a list of religious holidays to exclude from the annual calculation for state aid purposes for the 2011-2012 school year.

(See attached)

MOTION carried 7-0.

PARTICIPATION IN NATIONAL SCHOOL LUNCH AND BREAKFAST PROGRAM

A MOTION was made by Mrs. Brown and seconded by Mrs. Hebert to adopt the following resolution:

“BE IT RESOLVED that the Huntington Union Free School District continues in the National School Lunch and Breakfast Program for the 2011-2012

school year. All State and Federal regulations pertaining to the School Meal Program will be adhered to by the Huntington Union Free School District.”

MOTION carried 7-0.

ESTABLISHMENT OF SCHOOL LUNCH PRICES

A MOTION was made by Mrs. Brown and seconded by Mr. McGrath to establish the school lunch prices for the 2011-2012 school year as follows:

Breakfast	\$1.25
Elementary Lunch	\$2.00
Secondary Lunch	\$2.35
Milk	\$.50

MOTION carried 7-0.

ADJOURNMENT

A MOTION was made by Mr. Spector and seconded by Mrs. Brown to adjourn the meeting.

MOTION carried 7-0.

At 6:26 p.m. the meeting was adjourned.

Respectfully submitted,

Elizabeth Troffa
District Clerk