

**MINUTES OF  
BOARD OF EDUCATION MEETING  
COMMACK UNION FREE SCHOOL DISTRICT  
Board of Education Reorganization & Regular Meeting  
July 1, 2014**

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Date: July 1, 2014  
Place: Hubbs Administration Center  
Members Present: Mrs. DiGirolamo, Mrs. Guber, Mr. Hartman, Mrs. Masciello,  
Mr. Tampellini  
Members Absent: None  
Administration  
Present: Dr. James, Mrs. Newman, Mrs. Ryan, Mr. Kolahifar  
Counsel Present: Mr. Barnosky, Ms. Harvey

Meeting called to order by Mr. Hartman at 6:30 p.m.

Motion made by Mrs. Guber, seconded by Mrs. DiGirolamo and carried 4 – Yes; 1 – No (Mr. Tampellini) to adjourn into Executive Session at 6:31 p.m. for the purpose of discussing:

- matters leading to the appointment of a particular employee;
- issues involving a particular students;
- the financial history of a particular person;
- the financial history of particular corporations;
- negotiations conducted pursuant to the Taylor Law involving the Commack Teachers' Association; and
- seeking legal advice from the Board's attorney.

Motion made by Mrs. DiGirolamo, seconded by Mrs. Masciello and carried unanimously to exit Executive Session and return to Public Session at 7:59 p.m.

Members Present: Mrs. DiGirolamo, Mrs. Guber, Mr. Hartman, Mrs. Masciello,  
Mr. Tampellini  
Members Absent: None  
Administration  
Present: Dr. James, Mrs. Newman, Mrs. Ryan, Mr. Kolahifar  
Counsel Present: Mrs. Harvey  
Guests: Approximately 20 guests

**ROLL CALL AND QUORUM CHECK**

At 8:10 p.m. Mrs. Harvey called the roll. A quorum of the Board was present.

**OATH OF OFFICE**

Mrs. Harvey, Attorney, administered the Oath of Office to Board of Education Member Janine DiGirolamo and MaryJo Masciello.

**APPOINTMENT OF CLERK PRO TEM**

Motion made by Mr. Harman, seconded by Mrs. Masciello and carried unanimously to adopt the following resolution:

Upon the recommendation of the Superintendent of Schools,  
BE IT RESOLVED, in the absence of the District Clerk, the Board of Education appoint Mrs. Margaret Nappi to serve as Clerk Pro Tem for the July 1, 2014 meeting.

**ELECTION OF THE PRESIDENT**

The Clerk Pro Tem Ms. Nappi called for the nomination for the President of the Board. Mr. Hartman nominated Mrs. Deborah Guber for President. Motion made by Mr. Hartman, seconded by Ms. Masciello and carried unanimously to elect Mrs. Guber as President:

**OATH OF OFFICE**

Mrs. Harvey, Attorney, administered the Oath of Office to Board President Deborah Guber.

The President assumed the Chair and called for the election of the Vice President.

**ELECTION OF THE VICE PRESIDENT**

Mrs. Masciello nominated Mr. Hartman for Vice President. Motion made by Mrs. Masciello, seconded by Mrs. Guber and carried unanimously to elect Mr. Hartman as Vice President.

**OATH OF OFFICE**

Attorney Mara Harvey administered the Oath of Office to Board Vice President Steven Hartman.

**APPOINTMENTS FOR THE 2014-2015 SCHOOL YEAR**

Motion made by Mrs. Masciello, seconded by Mr. Hartman and carried unanimously to appoint the District Clerk.

Motion made by Mrs. Masciello, seconded by Mr. Hartman and carried unanimously to appoint the District Treasurer.

Motion made by Mrs. Masciello, seconded by Mr. Hartman and carried unanimously to appoint the Deputy Treasurer.

Motion made by Mrs. Masciello, seconded by Mr. Hartman and carried unanimously to appoint the Chief Fiscal Officer.

Motion made by Mrs. Masciello, seconded by Mr. Hartman and carried unanimously to appoint the School Physician.

Motion made by Mrs. Masciello, seconded by Mr. Hartman and carried unanimously to appoint the Physician's Assistant.

Motion made by Mrs. Masciello, seconded by Mr. Hartman and carried unanimously to appoint the Internal Auditor.

Motion made by Mrs. Masciello, seconded by Mr. Hartman and carried unanimously to appoint the External Auditor.

Motion made by Mrs. Masciello, seconded by Mr. Hartman and carried unanimously to appoint the Purchasing Agent.

Motion made by Mrs. Masciello, seconded by Mr. Hartman and carried unanimously to appoint the Deputy Purchasing Agent.

Motion made by Mrs. Masciello, seconded by Mr. Hartman and carried unanimously to appoint the Title IX Coordinator.

Motion made by Mrs. Masciello, seconded by Mr. Hartman and carried unanimously to appoint the Section 504 Coordinator.

Motion made by Mrs. Masciello, seconded by Mr. Hartman and carried unanimously to appoint the Attendance Officer.

Motion made by Mrs. Masciello, seconded by Mr. Hartman and carried unanimously to appoint the Student Residency Officer.

Motion made by Masciello, seconded by Mr. Hartman and carried unanimously to appoint the Asbestos Compliance Officer.

Motion made by Mrs. Masciello, seconded by Mr. Hartman and carried unanimously to appoint the Designated Education Officer.

Motion made by Mrs. Masciello, seconded by Mr. Hartman and carried unanimously to appoint the Payroll Certification Officer.

Motion made by Mrs. Masciello, seconded by Mr. Hartman and carried unanimously to appoint the Workers Compensation Third Party Administrator.

Motion made by Mrs. Masciello, seconded by Mr. Hartman and carried unanimously to appoint the Chief Information Officer.

Motion made by Mrs. Masciello, seconded by Mr. Hartman and carried unanimously to appoint the Fiscal Advisor.

Motion made by Mrs. Masciello, seconded by Mr. Hartman and carried unanimously to appoint Bond Counsel.

Motion made by Mrs. Masciello, seconded by Mr. Hartman and carried unanimously to appoint the Concussion Management Program.

Motion made by Mrs. Masciello, seconded by Mr. Hartman and carried unanimously to appoint the DASA Coordinators.

Motion made by Mrs. Masciello, seconded by Mr. Hartman and carried unanimously to appoint the Homeless Liaison.

Motion made by Mrs. Masciello, seconded by Mr. Hartman and carried unanimously to appoint the Audit Committee.

Motion made by Mr. Hartman, seconded by Mrs. Guber and carried 4–Yes; 1- No, to appoint the School Attorney & Chief Legal Officer/Labor Counsel.

### **DESIGNATIONS**

Motion made by Mrs. DiGirolamo, seconded by Mr. Hartman and carried unanimously to approve the following designations for the 2014-2015 school year:

- Official Bank Depositories;
- Authorization to Establish Petty Cash Funds;
- Official Newspapers;
- Insurance Brokers;
- Board of Registration;
- Rate of Mileage Reimbursement;
- Individual(s) Authorized to Sign Checks; and
- Authorize Superintendent of Schools to Make Budget Transfer According to the Education Law.

**RE-ADOPT POLICIES AND REGULATIONS**

Motion made by Mrs. Guber, seconded by Mrs. Masciello and carried unanimously to re-adopt the following policies and regulations:

- Policy #1300 Code of Conduct;
- Policy 3320 Purchasing Procedures;
- Regulation #3320 Purchasing Procedures;
- Regulation #3292.1 Revenues from Investments;
- Policy #9270.1 Code of Ethics;
- Policy #3323.1 Notification of Award of Contract;
- Policy #3292 Investment of District Funds.

**ADOPTION RESOLUTION TO FUND VARIOUS RESERVES**

Motion made by Mrs. Guber, seconded by Mr. Hartman and carried unanimously to adopt the resolution to fund various reserves:

WHEREAS, by action of the Board of Education the Commack Union Free School District has previously established Reserve for Employee Benefits, a Workers' Compensation Reserve, Retirement Contribution Reserve, Reserve for Unemployment Insurance Reserve, Reserve for Insurance, and a Repair Reserve,

And, WHEREAS, the Commack Union Free School District wishes to maintain these reserves as close to fully funded as possible,

NOW BE IT RESOLVED that the Board of Education of the Commack Union Free School District reaffirms its intent to maintain a Reserve for Employee Benefits, a Workers' Compensation Reserve, Retirement Contribution Reserve, Reserve for Unemployment Insurance Reserve, Reserve for Insurance, and a Repair Reserve, and,

BE IT FURTHER RESOLVED that upon the recommendation of the Superintendent of Schools, the Board of Education of the Commack Union Free School District authorizes a transfer of up to \$1,000,000 each from fund balance to Reserve for Employee Benefits, a Workers' Compensation Reserve, Retirement Contribution Reserve, Reserve for Unemployment Insurance Reserve, Reserve for Insurance, and a Repair Reserve.

**REGULAR BOARD OF EDUCATION MEETING BEGINS AT 8:25 P.M.**

Motion made by Mrs. Masciello, seconded by Mr. Hartman and carried unanimously to appoint Mrs. Susan Fanwick as acting Confidential District Clerk until the close of business on July 25, 2014.

**MINUTES**

Motion made by Mrs. DiGirolamo, seconded by Mr. Hartman and carried unanimously to approve the minutes of the June 9, 2014, June 12, 2014, and June 19, 2014, Board of Education meetings.

**PERSONNEL**

Motion made by Mrs. Masciello, seconded by Mr. Tampellini and carried unanimously to approve all personnel as amended.

**CORRESPONDENCE**

There was no correspondence.

**ADMINISTRATIVE REPORT**

There was no administrative report. There were no questions from the last meeting to respond to.

**OLD BUSINESS**

There is a contract with Patti Diek that was placed on the table at the last meeting. At the advice of counsel this contract will remain on the table.

Motion made by Mr. Tampellini, seconded by Mrs. Masciello and carried unanimously to *remove from table* the contract with Johnson Controls.

Motion made by Mrs. Masciello, seconded by Mrs. DiGirolamo and carried unanimously to approve the contract with Johnson Controls.

**BIDS/RFPs**

Motion made by Mrs. Guber, seconded by Mr. Hartman and carried unanimously to approve the Joint Municipal Cooperative Bidding resolution in order for the District to participate in a purchasing cooperative through Western Suffolk BOCES granting Western Suffolk BOCES the authority to act on our behalf to prepare and solicit bids and request for proposals (RFPs) for Tutorial & Special Education Services for Students, Western Suffolk BOCES, and Component School Districts RFP #12-01P.

**NEW BUSINESS**

A. Motion made by Mrs. DiGirolamo, seconded by Mr. Tampellini and carried unanimously to acknowledge receipt of the following invoices:

1. Park East Construction

Payment #9 in the amount of \$7,500 for construction fee/expense reimbursables in connection with the Amendment to 2001 Bond – Capital Improvements.

2. Burton, Behrendt, Smith

Payment #3 in the amount of \$2,588.95 for EXCEL – District-Wide security upgrades at Commack Middle School.

3. Burton, Behrendt, Smith

Payment #3 in the amount of \$7,826.00 for EXCEL – District-Wide security upgrades at Commack High School.

B. Motion made by Mrs. Guber, seconded by Mrs. Masciello and carried unanimously to approve the following agreements and authorize the President of the Board to sign same:

	<b>Consultant/Vendor/ Association</b>	<b>Purpose</b>	<b>Budget Code</b>
1.	NSSA (The Martin C. Barell School)	Provide the District with ABA services for the 2014-2015 school year.	A2250-400-00
2.	Tildet Schoenbrot	Provide the District with translating services for parent meetings and State testing for the 2014-2015 school year.	A2110-410-00
3.	East Meadow Driving School	Provide driver education services for the period August 30, 2014, through June 30, 2015, in accordance with the bid award dated May 8, 2014.	N/A
4.	Marion K. Salomon & Associates	Provide the District with services for students per IEP mandate for the 2014-2015 year.	A2250-400-00
5.	Island Better Hearing	Provide the District with audiological evaluations and services for the 2014-2015 school year.	A2250-400-00
6.	Mill Neck Interpreter Services	Provide the District with interpreter services for the 2014-2015 school year.	A2250-400-00
7.	Access 7 Services	Provide the District with various services for Commack students for the 2014-2015 school year.	A2250-400-00
8.	Horizon Healthcare Staffing	Provide the District with services for the 2014-2015 school year.	A2250-400-00
9.	Thomas A. Howard	Provide the District with three (3) 2014-2015 Student Athlete Workshops.	A2855-406-00

**NEW BUSINESS – B (continued)**

10.	Starboard Media, Inc.	Provide the District with public relations and website management from July 1, 2014, through June 30, 2015 (as adjusted).	A-1480-400-00
11.	FTA Consultants, LLC	Provide the District with services as Community Affairs Coordinator From July 1, 2014, through June 30, 2015 (as adjusted).	A-1480-400-00
12.	Building Blocks	For Universal Pre-Kindergarten Program	F-040914-2510-400-00

- C. Motion made by Mrs. DiGirolamo, seconded by Mrs. Masciello and carried unanimously to accept the following donations:
1. Donation by North Ridge PTA of \$3,000 (\$1,000 per grade level) to be applied toward the 2014-2015 school year class field trips. Funds are to be deposited into the North Ridge Field Trip Account #038.31.
  2. Donation of \$500 from the Suffolk Association of School Business Officials to a deserving student in honor of the outstanding work being done for all the children in the District.
- D. Motion made by Mrs. Masciello, seconded by Mr. Hartman and carried unanimously to approve the following field trip:
1. Burr Intermediate School – Grade 5  
Camp Mariah at Sharpe Reservation  
Fishkill, New York  
May 11 – 15, 2015
- E. Motion made by Mr. Tampellini, seconded by Mrs. DiGirolamo and carried unanimously to approve revised Board Policy #1330 – Use of School Facilities.
- F. Motion made by Mrs. Guber, seconded by Mrs. Masciello and carried unanimously to approve revised Administrative Regulation #1330 – Rules and Regulations for Use of School Buildings.
- G. Motion made by Mrs. DiGirolamo, seconded by Mrs. Masciello and carried unanimously to approve revised Administrative Regulation #3450.1 – Petty Cash Funds.
- H. Motion made by Mr. Hartman, seconded by Mrs. Guber and carried unanimously to approve Board Policy #3292 and Regulation #3292.1 – Investment of District Funds.
- I. Motion made by Mrs. Masciello, seconded by Mr. Tampellini and carried unanimously to approve the 2014-2015 Engagement Letter for R.S. Abrams & Co (Internal Auditors).



**NEW BUSINESS (continued)**

- J. Motion made by Mrs. Guber, seconded by Mr. Hartman and carried unanimously to approve the Engagement Letter for Cullen & Danowski, LLP (External Auditors) for the years ending June 30, 2013, through June 30, 2017.
- K. Motion made by Mrs. DiGirolamo, seconded by Mr. Tampellini and carried unanimously to approve the school lunch pricing for the 2014-2015 school year to be:

Primary	\$2.15; and
All Others	\$2.20.

- L. Motion made by Mrs. Masciello, seconded by Mr. Hartman and carried unanimously to approve the Letter of Agreement with C.W. Post campus for the S.C.A.L.E. Program for the 2014-2015 school year.

**LEGAL**

Motion offered by Mrs. Guber, seconded by Mrs. Masciello and carried 4 – Yes; 1 - No (Mr. Tampellini), to acknowledge the receipt of the statement for professional services rendered on non-retainer matters in the amount of \$22,146.37 for the period ending May 2014 submitted by Lamb & Barnosky, LLP.

**BOARD BUSINESS**

- A. Motion offered by Mr. Hartman, seconded by Mrs. Masciello and carried unanimously to acknowledge receipt of the Internal Claims Auditor’s Monthly Update.
- B. Motion offered by Mrs. Guber, seconded by Mrs. DiGirolamo and carried unanimously to acknowledge receipt of the CSD/CPSE recommendations approved on the following dates: February 11, 25, and 28, 2014; March 4, 11, 14, 18, 25, 27, and 28, 2014; April 1, 4, 8, 10, 11, 22, and 29, 2014; May 2, 6, 9, 12, 13, 14, 15, 19, 21, 22, 27, and 30, 2014; and June 2, 4, 5, 6, 10, 11, and 13, 2014.
- C. Motion offered by Mrs. Masciello, seconded by Mr. Hartman and carried unanimously to acknowledge receipt of the following financial reports:
  - 1. Budget Status;
  - 2. Revenue Status;
  - 3. Budgetary Transfer Report;
  - 4. Trial Balance;
  - 5. CD Rates;
  - 6. Summary of the Treasurer’s Report/Treasurer’s Bank Reconciliation; and
  - 7. Cash Flow.

Mr. Tampellini asked Mrs. Newman about the General Fund Balance.

- D. Motion offered by Ms. Guber, seconded by Mrs. Masciello and carried 4 – Yes; 1 – No (Mr. Tampellini), to approve Lamb & Barnosky, LLP as the District’s general and labor counsel for the 2014- 2015 fiscal year (retainer).
- E. Motion offered by Mrs. Masciello, seconded by Mr. Tampellini and carried unanimously to adopt the following resolution regarding Audit Committee Members:

BE IT RESOLVED, upon the recommendation of the Superintendent of Schools, the following members are appointed as the District’s 2014-2015 Audit Committee: Board of Education members, Randolph DeYulio, Joseph Flaim, Michael Infranco, and Janet Koch.

- F. Motion made by Mrs. Guber, seconded by Mrs. DiGirolamo and carried unanimously to adopt the following resolution:

BE IT RESOLVED, that the Board of Education of the Commack Union Free School District shall hold its Regular Business Meeting on Thursday, September 4, 2014 at 6:30 p.m. (previously scheduled for September 18, 2014), at Hubbs Administration Center, East Northport, New York. It is anticipated that the Board will make a motion for the purpose of entering into Executive Session at this time and at 8 p.m. the Board will reconvene in Public session for the purpose of holding its Regular Business Meeting.

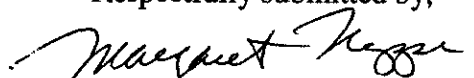
- G. Mr. Tampellini discussed the RFP with the attorneys, Town Hall meeting (Do’s and Don’ts at BOE meetings).
- H. Mr. Hartman discussed “going green” for the Board of Education.

Audience Comments: Marion Carll Farm; Patti Diek tabled item; “Going Green;” and Commack Patch.

**ADJOURNMENT**

Motion made by Mr. Tampellini, seconded by Mrs. DiGirolamo and carried unanimously to adjourn Public Session at 8:55 p.m.

Respectfully submitted by,



Margaret Nappi  
Clerk Pro Tem