

**Commack Union Free School District
Board of Education Meeting Minutes
Wednesday, July 15, 2020
Generated by Debbie Virga
Virtual Meeting**

Board Members Present: Jarrett M Behar, Steve Hartman, William Hender, Susan Hermer.
Justin Varughese
Board Members Absent: None
Administration Present: Dr. Donald James, Mrs. Laura Newman, Jordan Cox, Michael
Inforna
Counsel Present: Ms. Mara Harvey, Mr. Eugene Barnosky

A. OPENING OF MEETING

Meeting called to order by Mr. Hartman at 6:34 p.m.

Motion made by Jarrett Behar, seconded by William Hender to adjourn into Executive Session for the purpose of discussing the following:

- Pending litigation in the matter(s) of AB v. Commack Union Free School District
- Matters leading to the discipline of a particular teacher
- In order to obtain legal advice

Motion made by William Hender, seconded by Jarrett Behar and carried unanimously (5-0) to exit Executive Session at 7:40 p.m. Public meeting began at 8:05 p.m.

Meeting called to order by District Clerk – Debbie Virga @ 8:05 p.m.

1. Pledge of Allegiance

B. CALL FOR ELECTION OF PRESIDENT

1. Call for nominations for President

Motion made by Jarrett Behar to nominate Steven Hartman, seconded by William Hender

Final Resolution: Motion Carried

Aye: Jarrett M Behar, Steve Hartman, William Hender, Justin Varughese, Susan J Hermer

**C. PRESIDENT ASSUMES CHAIR AND PROCEEDS WITH REORGANIZATION
BUSINESS**

1. Call for Nominations for Vice-President

Motion by Steve Hartman to nominate Jarrett Behar , second by William Hender

Final Resolution: Motion Carried

Aye: Jarrett M Behar, Steve Hartman, William Hender, Justin Varughese, Susan J Hermer

2. Appointments

Approved appointments for the 2020-2021 school year.

Motion by Justin Varughese, second by Susan J Hermer.

Final Resolution: Motion Carried

Aye: Jarrett M Behar, Steve Hartman, William Hender, Justin Varughese, Susan J Hermer

3. Designations

Approved designations for 2020-2021

Motion by William Hender, second by Susan J Hermer.

Final Resolution: Motion Carried

Aye: Jarrett M Behar, Steve Hartman, William Hender, Justin Varughese, Susan J Hermer

D. OPENING CEREMONIES

1. Roll Call

E. ADMINISTRATIVE REPORT

1. Criteria for Reopening Schools

2. Public Hearing – District Emergency Management Plan

F. COMMITTEE REPORTS

1. Advocacy Legislative Committee Update

2. Vaping Task Force Update

3. Strategic Planning Commission

G. DONATIONS

1. Stop & Shop A+ Rewards Program - \$147.22 to Rolling Hills Primary School

The Board accepted on behalf of the District, a donation from Stop & Shop A+ Reward Program of \$147.22 to Rolling Hills Primary School.

2. Eppendorf – Equipment for Commack High School Science Department

The Board accepted on behalf of the District, a donation from Eppendorf, for science equipment to be used at Commack High School valued at \$34,600.

Motion by Jarrett M Behar, second by William Hender.

Final Resolution: Motion Carried

Aye: Jarrett M Behar, Steve Hartman, William Hender, Justin Varughese, Susan J Hermer

H. CORRESPONDENCE

The Board acknowledged receipt of the following correspondence:

1. Correspondence from M. Hughes regarding the opening of schools
2. Correspondence from M. Christofilopoulos regarding the opening of schools
3. Correspondence from A. Phelan regarding the opening of schools
4. Correspondence from A. Phelan regarding High School Athletics

I. MINUTES

1. The Board of Education approved the minutes of the June 17, 2020 Board of Education Meeting.

Motion by Susan J Hermer, second by Justin Varughese.

Final Resolution: Motion Carried

Aye: Jarrett M Behar, Steve Hartman, William Hender, Justin Varughese, Susan J Hermer

J. PERSONNEL

1. Upon the recommendation of the Superintendent of Schools, the Board of Education approved personnel matters.

Motion by Jarrett M Behar, second by Susan J Hermer.

Final Resolution: Motion Carried

Aye: Jarrett M Behar, Steve Hartman, William Hender, Justin Varughese, Susan J Hermer

K. CONSENT AGENDA - NEW BUSINESS

1. School Lunch Program - Contract Extension for Food Services
Approved the School Lunch Program – Contract Extension for Food Services

2. Resolution Appointing Audit Committee Members
Approved the appointment of the Audit Committee Members:
Anthony Castaldo, Randolph DeYulio, Karen Homler and Christine Miller.

3. Eastern Suffolk BOCES Transportation Contracts and Resolution
Approved the Transportation Contracts and Resolution establishing Eastern Suffolk BOCES as a Transportation provider for the Commack UFSD, from July 1, 2020 to August 30, 2020 for summer transportation and from September 1, 2020 to June 30, 2021 for the regular school year transportation.

4. Guest Student Tuition Contract
Approved the Guest Tuition Contract with the following school districts for students to receive a special education services from our district from July 1, 2020 to June 30, 2021.
a. Lindenhurst UFSD

5. Tuition Contracts - Various School Districts

Approved Tuition Contracts with listed school districts for Commack student(s) placed in their special education program from July 1, 2020 to June 30, 2021, unless otherwise noted

- a. Tuition Contract – Smithtown CSD 2020-2021
- b. Tuition Contract - Smithtown CSD 2019-2020

6. Health Services Contracts

Approved the contract with the listed school districts for students who reside in the Commack UFSD and attend private/parochial schools in the listed school districts and authorize the President of the Board to sign same.

- a. Mineola UFSD
- b. Three Village SD

7. Bids

Approved the following bids:

BID #	Name of Bid	Award Recommendation	Reason
20-8	Driver's Education In-car Instruction	Twin County	Low bidder

Approved the contract below for one additional year:

BID #	Name of Bid	Award Recommendation	Reason
19-13	Fire Alarm Service/Maintenance	New York Fire Service	Low bidder

Approved the following Department of Public Works contracts:

Contract #	Commodity	Vendor Name	Expiration Date
ISD-062119	Interpreting Serv. For The Deaf	Mill Neck Services	6/20/2021
P-070718	Plexiglass	Laird Plastics	7/6/2021
RRS-010819	Roof Repairs And Service	More Consulting Corp	1/7/2021
MS052820	Medical Supplies	Henry Schein Inc.	5/27/2021
MS052820	Medical Supplies	Medco Supply Company	5/27/2021
MS052820	Medical Supplies	School Health Corporation	5/27/2021
MS052820	Medical Supplies	Interboro Packaging Corp.	5/27/2021

Approved the following BOCES BIDS:

Bid #	Name of Bid
2019-014-0207R	Electrical Lamps, Tubes, & Ballasts
2017-070-0316	Fire Extinguisher Maintenance
2020C-068-0123	Land Survey and Utility Locating Services
2018-045-0320	Metal Fencing
2018-035-0313	Musical Instrument Repairs

8. Obsolete & Disposable Equipment

Approved the obsolete and disposal of the listed items:

Equipment	Tag #	Reason
Choral Risers 3 Level with Rails	0120642-012650	The risers are unsafe, falling apart, unable to fix, parts are discontinued.

Equipment	Tag #	Reason
Yamaha Euphonium	122237	Item has missing parts; parts are no longer made.

9. Approved the Apportionment of Building Aid for Discovered Buildings at the Marion Carll property, and authorize the President of the Board to sign same.

- a. Cow Barn -7042-001
- b. One Room School House – 7041-001

10. IDEA Flow-Through Funds

Approved the contract with the listed provider for 2019-2020 IDEA Flow Through Funds and authorize the President of the Board to sign same.

- a. IDEA Flow-Through Funds – All About Kids

11. Consultant/Vendor/Association Contracts – Various Vendors

Approved contract, and rider where applicable, with the listed vendors for their services for the 2020-2021 school year and authorize the President of the Board to sign same.

- a. Brookville Center for Children's Services, Inc. (Tuition Contract) - Educational Services
- b. Health Source Group - Substitute Nurse Coverage
- c. LIDC Services, Inc. - Parent Training, Home Programming/Behavior Intervention Services
- d. New York Therapy Placement Services - Evaluations, Consultations and Related Services
- e. William Sierra - Health Education Related Services
- f. Syosset Home Tutoring, Inc. - Home Instruction/Tutoring Services
- g. Tutoring for Life LLC d/b/a Tutors for Life - Home Instruction/Tutoring Services
- h. Tutoring Services of Long Island - Home Instruction/Tutoring Services

- i. Irene Witthoft - Behavior Consultation & Services
- j. MZQ Consulting, Contract and Rider

12. Resolutions to Fund and Authorize Use of Various Reserves

Adopted 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 for ERS and TRS, Reserve for Unemployment Insurance Reserve, Reserve for Insurance, a Repair Reserve, and the Employee Accrued Liability Reserve (EBALR),

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 for ERS and TRS, Reserve for Unemployment Insurance Reserve, Reserve for Insurance, a Repair Reserve, and the EBALR,

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 \$1,000,000.00 each from fund balance to Reserve for Employee Benefits, a Worker's Compensation Reserve, Retirement Contribution Reserve for ERS and TRS, Reserve for Unemployment Insurance Reserve, Reserve for Insurance and a Repair Reserve.

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 \$2,400,000.00 from the EBALR for the purpose of funding retirement and terminal leave payments.

13. Approved the Lamb & Barnosky, LLP, retainer as General and Labor Counsel Agreement covering July 1, 2020 through June 30, 2021 and authorize the President of the Board to sign same.

14. Approved contract with the listed school district for students to be placed in our special education program from July 1, 2020 to August 30, 2020, and authorize the President of the Board to sign same.

- a. West Islip UFSD

15. Approved the administration recommendation that the Board of Education acknowledge receipt of and President to sign same of amended Request for Revision of Financial Information Forms (originally approved by the Board of Education on 3/12/20) for the listed capital projects:

- a. Burr Intermediate School - Video Surveillance - 035-017
- b. Mandracchia-Sawmill Intermediate School - Video Surveillance - 036-016

16. Approved the Re-Adoption of Policies as listed below:
- a. Policy #3410 - Code of Conduct
 - b. Policy #5410 - Purchasing: Competitive Bidding and Offering
 - c. Policy #5411 - Procurement of Goods and Services
 - d. Policy #5220 - District Investments
 - e. Policy #6110 - Code of Ethics for Board Members and All District Personnel
 - f. Policy #4210 - Administrative Organization and Operation
 - g. Policy #4211 - Table of Organizational Structure

17. Approved the Hold Harmless Agreement with the Town of Huntington and the Town of Smithtown for the 2020 Homecoming Parade and authorize the President of the Board to sign same.

18. Approved contracts for the listed transportation vendors, and authorize the President of the Board to sign same.

- a. Towne Bus Corp. – September 1, 2020-June 30, 2025 – Large busses and Matrons
- b. Towne Bus Corp. – September 1, 2020-June 30, 2025 – Athletics
- c. Towne Bus Corp. – September 1, 2020-June 30, 2025 – Field trips
- d. Suffolk Transportation Service, Inc. – July 1, 2020-August 31, 2024 – Vans
- e. Suffolk Transportation Service, Inc. – September 1, 2020-June 30, 2025 – Vans

19. BE IT RESOLVED, that the Commack UFSD, hereby establishes the following as standard work days for its employees and will report days worked to the New York State and Local Employees' Retirement System based on the timekeeping system or the record of activities maintained and submitted by these members to the clerk of this body:

Title	Standard Work Day (hours per day)
Teacher Aides	7
Guards	8
Transportation Coordinator	7
Director of Facilities	8
Network & Systems Coordinator	7
Chief Information Officer	7
Claims Auditor	

Approved Consent Agenda 1-19

Motion by William Hender, second by Justin Varughese.

Final Resolution: Motion Carried

Aye: Jarrett M Behar, Steve Hartman, William Hender, Justin Varughese, Susan J Hermer

L. Consent Agenda - Legal

Approved the Amendment to the Agreement between the District and the Superintendent of School dated July 2020, and authorizes the Board President to sign the same.

Motion by Justin Varughese, second by Jarrett M Behar.

Final Resolution: Motion Carried

Aye: Jarrett M Behar, Steve Hartman, William Hender, Justin Varughese, Susan J Hermer

M. ITEMS REMOVED FROM CONSENT AGENDA

None

N. BOARD BUSINESS

1. Financial Reports

Acknowledged receipt of the Financial Reports listed below:

- a. Trial Balances: May 2020
- b. Revenue Status Reports: May 2020
- c. Budget Status: May 2020
- d. Budgetary Transfer: May 2020
- e. Cash Flow Report: May 2020
- f. CD Rates Report: June 2020
- g. Treasurer Reports: May 2020
- h. Collateral Statement Summary: May 2020

2. Internal Claims Auditor's Monthly Update

Acknowledge receipt of the Internal Claims Auditor's Monthly Update.

3. Statement of Professional Services

Acknowledge receipt of the statement for professional services rendered on non-retainer matters for month ending June 30, 2020 in the amount of \$9,331.80

4. Board of Education Meeting Announcement

The Board of Education of the Commack Union Free School District shall hold its Regular Meeting on Tuesday, August 11, 2020 at 6:30 p.m. at Commack High School, 1 Scholar Lane, Commack, NY. It is anticipated that the Board will make a motion for the purpose of adjourning into Executive Session at this time and at 8:00 p.m. the Board will reconvene in Public Session for the purpose of holding its Regular Business Meeting.

O. PUBLIC PARTICIPATION

None

P. ADJOURNMENT

Motion to adjourn the meeting

Motion by Jarrett M Behar, second by Susan J Hermer.

Final Resolution: Motion Carried

Aye: Jarrett M Behar, Steve Hartman, William Hender, Justin Varughese, Susan J Hermer

