

**SEWANHAKA CENTRAL HIGH SCHOOL DISTRICT  
ELMONT, FLORAL PARK, FRANKLIN SQUARE AND NEW HYDE PARK**

**BOARD OF EDUCATION  
ORGANIZATIONAL AGENDA**

**8:00 p.m.**

**SEWANHAKA HIGH SCHOOL**

**Tuesday, July 14, 2015**

- I. Call to Order - District Clerk
- II. Pledge of Allegiance
- III. Correspondence (appointment of Board Members)
- IV. Administering of the Oath of Allegiance
  - a. Swearing in of District Clerk by Bernadette Gallagher-Gaffney, Esq. (Notary Public)
  - b. Swearing in of Newly Appointed and Reappointed Board Members by
  - c. Ms. Eleanor Moore, District Clerk
  - d. Swearing in of Superintendent of Schools by Ms. Eleanor Moore, District Clerk
- V. Election of Officers of the Board of Education
  - a. President
  - b. Vice-President
  - c. Swearing in of Officers
- VI. Appointments of Salary Designations
  - a. School District Clerk – Ms. Eleanor Moore Page 7
  - b. Medical Inspectors – Steven and Alexandra Cohen Children’s  
Medical Center of NY – Dr. Martin Fisher Page 7
  - c. School District Treasurer – Ms. Donna Squicciarino Page 7
  - d. Staff for Senior Citizens’ Programs Page 8
- VII. Additional Appointments
  - a. Claims Auditor –Nawrocki Smith LLP
  - b. Central Treasurer Extra-Classroom Activity Account – Ms. Donna Squicciarino
  - c. Attendance Officer – Mr. Henry Simpkins
  - d. Independent Auditor – TBD pending Request for Proposals (RFP)
  - e. Records Access Officer – Ms. Eleanor Moore
  - f. Asbestos (LEA) Designee – Mr. Matthew Castelluzzo

g. Dignity for All Students Act (DASA) Designees

Elmont Memorial High School	Alicia Calabrese Suzanne Pugh
Floral Park Memorial High School	John Kenny Adam Glatzer
H. Frank Carey High School	Sharon Flynn TBD
New Hyde Park Memorial High School	Rosemary DeGennarro Maria Hecht Dr. Michele Sanzone-Goodrich
Sewanhaka High School	Dr. Glen Borkhuis TBD

VIII. Meeting Dates and Locations

- |                            |   |
|----------------------------|---|
| a. Board Meeting Locations | Sewanhaka Board Room  |
| b. Regular Board Meetings  | 4 <sup>th</sup> Tuesday of the Month<br>(except Tuesday, July 14, 2015;<br>Tuesday, September 29, 2015; Tuesday,<br>April 19, 2015) |
| c. Annual Budget Hearing   | May 4, 2016   |
| d. Budget Vote Date        | May 17, 2016  |

IX. Recommend Adoption of

- a. Treasurer's Faithful Performance Bond  
(\$100,000 Blanket + \$1,000,000 excess) = \$1,100,000
- b. Purchasing Agent's/Assistant Superintendent for Finance & Operation's Faithful Performance Bond  
(\$100,000 Blanket + \$1,000,000 excess) = \$1,100,000
- c. Superintendent's Faithful Performance Bond  
(\$100,000 Blanket + \$1,000,000 excess) = \$1,100,000
- d. All Other Employees' Faithful Performance Bond (\$100,000 Blanket)

X. Designation of Depositories

- a. Capital One Bank, Floral Park
- b. Flushing Bank, New Hyde Park
- c. M&T Bank, Rochester

XI. Designation for Deposit of the following funds:

- |                            |                                 |
|----------------------------|---------------------------------|
| a. General Fund            | – Capital One Bank, Floral Park |
|                            | – Flushing Bank, New Hyde Park  |
|                            | – M&T Bank, Rochester           |
| b. General Fund Reserve    | – Capital One Bank, Floral Park |
|                            | – Flushing Bank, New Hyde Park  |
| c. School Lunch Fund       | – Capital One Bank, Floral Park |
|                            | – Flushing Bank, New Hyde Park  |
| d. Special Aid Fund        | – Capital One Bank, Floral Park |
| e. Capital Fund            | – Capital One Bank, Floral Park |
|                            | – Flushing Bank, New Hyde Park  |
| f. Trust & Agency Fund     | – Capital One Bank, Floral Park |
| g. Scholarship Fund        | – Capital One Bank, Floral Park |
| h. Student Activities Fund | – Capital One Bank, Floral Park |

XII. Authorization for Required Signatures on Payment Checks

- a. The Treasurer or Superintendent is authorized to sign checks on the above named funds.
- b. The President of the Board is designated to sign checks in lieu of the Treasurer in case of her absence or inability to sign such checks.
- c. Student Activities Fund
  1. Custodian of Fund – Ms. Donna Squicciarino, Treasurer
  2. Alternate - Dr. Ralph P. Ferrie, Superintendent of Schools

XIII. Authorization for Use of Facsimile Signatures

The President of the Board of Education, the Treasurer, and the Superintendent of Schools for the District shall be authorized to sign checks using facsimile signature plates as reproduced by a check signer or other recognized imprint device.

XIV. Payroll Account Authorization

**RESOLVED** that the Treasurer is hereby authorized and empowered to sign from time to time voucher/order checks on the District the total amount of any duly certified payroll for the salaries of regularly appointed employees and officers of the District legally entitled to be compensated for their services, and **BE IT FURTHER RESOLVED** that the Treasurer of the District be authorized to open an account to be known as the "Payroll Account" in any of the banks designated as depositories of the District's funds and deposit therein such voucher/order payroll checks from time to time and when and as the same are delivered to her, as authorized by the Board of Education **AND BE IT FURTHER RESOLVED** that the funds so deposited shall be withdrawn by checks of the District signed by the Treasurer and drawn payable to any individual employee or officer legally entitled to be compensated for his or her services, as certified in payroll distribution by authorization of the Superintendent of Schools.

XV. Wire Transfer of Funds

The Treasurer is authorized, after approval by the Assistant Superintendent for Finance & Operations, to have our depositories wire transfer monies for the investment of District funds or for the following types of payments:

- Bond
- Bond Anticipation Notes
- Dental Payments to Third Party Administrator
- Payroll Deductions for 403(b) and 457 payments
- Payroll Deductions for AFLAC
- Payroll Deductions for Credit Union
- Payroll Deductions for Flexible Spending Plan
- Payroll Deductions and pay District share for New York State Employees' Retirement System
- Tax Payments for Payroll Taxes and Sales Tax
- Tax Anticipation Notes
- Workers' Compensation Payments to Third Party Administrator

XVI. Authorization for Establishing Petty Cash Funds

**RESOLVED** that Petty Cash Funds be established for the use of the building administrations of the District for the payment, in advance of authorization, of properly itemized bills for materials, supplies or service to be rendered to the District under conditions calling for immediate payment therefore. In the administration of such Petty Cash Funds, compliance shall be had with the Regulations of the Commissioner of Education now and hereafter in force.

The Petty Cash Funds are designated as follows:

	<u>Amount</u>
a. General Fund	\$600
Custodian – Building Principals and Assistant Superintendent for Finance & Operations,	
\$100 each – ELM, FPM, HFC, NHP, SHS	
\$100 - ADM	
b. Student Activities Fund	\$500
Custodian – Building Principals	
\$100 each – ELM, FPM, HFC, NHP, SHS	
c. School Lunch Fund	\$100
Custodian – Lunchroom Director	

XVII. Authorization for Establishing Till Monies – a form of Petty Cash which will allow certain departments to make change as required:

The Till Monies are designed as follows:

	<u>Amount</u>
a. Student Activities Fund	\$ 250
School Activities Till	
Custodian – Building Principals	
\$50 each - ELM, FPM, HFC, NHP, SHS	
b. School Lunch Fund	\$2,500
Lunchroom Till	
Custodian – Building Principals	
\$500 each - ELM, FPM, HFC, NHP, SHS	

XVIII. Mileage Rate for Use of Personal Cars – 2015-2016	Prior Year 2014-2015
Recommend – 57.5 cents per mile (IRS Rate)	56 cents per mile (7/1/14 – 12/31/2014)
1/1/16 – 6/30/16 pending IRS Rate	

XIX. Designation of Official Newspapers

Publication of all Legal Notices, including Annual Financial Report:

Recommend publication in the local newspapers: The Bulletin, Franklin Square Bulletin, Floral Park Gateway New Hyde Park Herald Courier and New Hyde Park Illustrated News.

XX. The following designations are required by the Commissioner's Regulations:

- a. **CHIEF FINANCIAL OFFICER** – Dr. Ralph P. Ferrie, Superintendent of Schools
- b. **PURCHASING AGENT** – Kevin O’Brien, Assistant Superintendent for Finance & Operations, (Responsible for purchasing function, and he or his designee is responsible for the opening of bids.)
- c. **PAYROLLS** – Kevin O’Brien, Assistant Superintendent for Finance & Operations, (Responsible for certifying payrolls)
- d. **BUDGET APPROPRIATION TRANSFERS** - Transfers between and within functional unit budget appropriations will be made upon recommendation by the Superintendent of Schools and may be subject to the approval of the Board of Education pursuant to District Policy # 3553.
- e. **CONFERENCES, CONVENTIONS AND WORKSHOPS** – Dr. Ralph P. Ferrie, Superintendent of Schools, or his designee is authorized to approve attendance for staff at conferences, conventions and workshops.
- f. **GRANTS-IN-AID** – Dr. Ralph P. Ferrie, Superintendent of Schools, or his designee, is authorized to apply for State and Federal Grants-in-Aid.

Should it need be, the Superintendent of Schools is authorized to act in place of the Assistant Superintendent for Finance & Operations to perform duties (b) and (c) in this section.

- XXI. Designation of Rates for Civil Service and Special Education Impartial Hearing Officers.
- a. Civil Service Law Section 75 Hearings - \$150 per hour.
  - b. Special Education - In accordance with State Regulations and Board Policy 4175.
- XXII. Adoption of the 2015-2016 District Organizational Chart (See Appendix A)
- XXIII. Re-Adoption of All Policies and Codes of Ethics in Effect.  
RESOLVED, that existing policies, bylaws, rules and regulations operative at the close of the 2014-2015 school year remain operative pending a renew and a consideration of necessary changes (Education Law sections 1903, 1709, 2503).
- XXIV. Adoption of Robert's Rules of Order - Unless otherwise specified by law, Robert's Rules of Order, Revised, shall be the official guide to the conduct of the Board.
- XXV. Designation of Meal Allowances in amounts \$7.00 for breakfast, \$11.00 for lunch and \$24.00 for dinner or a total of \$42.00 per day. In the event Trustees, Superintendent of Schools or other employees attend the New York State School Boards Association's annual convention or the National School Boards Association's annual convention, the daily meal allowance shall be the greater of the designated meal allowance or the Internal Revenue Service per diem rate in effect in the locality in which the conference is located.
- XXVI. Authorization to Establish Audit Committee
- The audit committee shall be composed of all members of the Sewanhaka Central High School District Board of Education.

**SEWANHAKA CENTRAL HIGH SCHOOL DISTRICT  
SPECIAL DISTRICT POSITIONS**

**2015-2016**

<u>Name</u>	<u>Title</u>	<u>Salary</u> <u>2013-2014</u>	<u>Salary</u> <u>2014-2015</u>	<u>Salary</u> <u>2015-2016</u>
Eleanor Moore	District Clerk (Employee)	\$22,600	\$15,500	\$16,000
Dr. Martin Fisher and Staff	Chief School Medical Doctor	Institutional Contract with Steven and Alexandra Cohen Children's Medical Center of NY – expires June 30, 2016		
Donna Squicciarino	Treasurer	\$20,000	\$20,000	\$20,400

**SENIOR CITIZEN INSTRUCTORS:**

The following personnel are recommended at the rate of \$32.50 per hour in the 2015-2016 school year. (2014-2015 rate was set at \$32.50 per hour.)

Ariano, Lynn  
Attard, Rosemarie  
Scarpa, Mary  
Wong, William

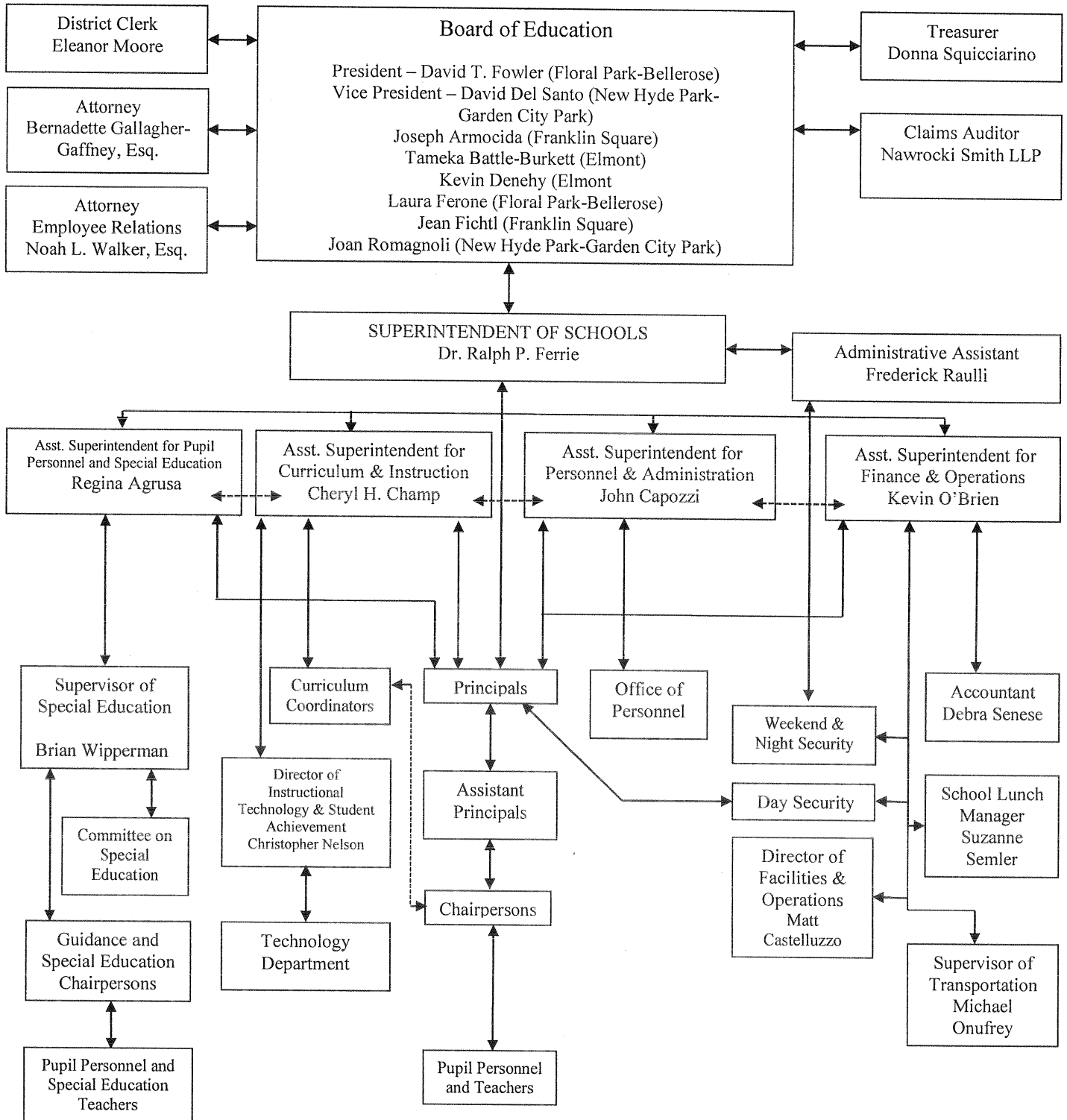
**SENIOR CITIZENS - STAFF ON SALARY: DIRECTORS, CO-DIRECTORS, AIDES**

<u>NAME</u>	<u>LOCATION</u>	<u>SALARY 2013-2014</u>	<u>SALARY 2014-2015</u>	<u>SALARY 2015-2016</u>
Cunnane, Concetta	Assistant Director Floral Park/Bellerose Senior Citizens	\$3,610	\$3,610	\$3,610
Foppiano, Antoinette	Director New Hyde Park Senior Citizens	\$3,675	\$3,675	\$3,675
Hubschman, Sylvia	Aide Floral Park/Bellerose Senior Citizens	\$2,115	\$2,115	\$2,115
Lowe, Evelyn	Director Floral Park/Bellerose Senior Citizens	\$4,800	\$4,800	\$4,800



# Sewanhaka Central High School District Organization Chart - DRAFT

## APPENDIX A



←-----→ Lines of Cooperation  
 ←=====→ Lines of Supervision