JERICHO UNION FREE SCHOOL DISTRICT
ADMINISTRATIVE STAFF MEMORANDUM

Prepared for Members of the Board of Education

ANNUAL REORGANIZATION MEETING — MIDDLE SCHOOL LIBRARY
7:30 P.M. — TUESDAY, JULY 10, 2007

I. CALL TO ORDER

II. NEW BUSINESS

1. Recommended Motion: "That the Board of Education elect _____ to serve as President of the Board of Education for the 2007-2008 school year."

2. Recommended Motion: "That the Board of Education elect _____ to serve as Vice President of the Board of Education for the 2007-2007 school year."

3. District Clerk

   Recommended Motion: "That the Board of Education appoints Joan L. Colvin to serve as District Clerk of the Jericho UFSD for the 2007-2008 school year."

4. Deputy District Clerk

   Recommended Motion: "That the Board of Education appoints Nancy Saviano to serve as Deputy District Clerk of the Jericho UFSD for the 2007-2008 school year."

5. Designation of Board Meeting Dates for 2007-2008 School Year

   Recommended Motion: "That the Board of Education approves meetings of the Board of Education for the 2007-2008 school year as shown in Enclosure #5."

   NOTE: See Enclosure #5

6. Treasurer

   Recommended Motion: "That the Board of Education appoints Marsha L. Rosinger to serve as Treasurer of the Jericho UFSD for the 2007-2008 school year."

II. NEW BUSINESS (continued)

7. Deputy Treasurer

Recommended Motion: "BE IT RESOLVED, that in accordance with Par. 2 of Sec. 1720 of the New York State Education Law, Ben Ciuffo, Ed.D. be appointed Deputy Treasurer of the Jericho UFSD. The Deputy Treasurer shall serve as Treasurer of the school district in case of absence or inability of the Treasurer to perform her normal duties for the 2007-2008 school year."

8. Authorize District Treasurer to Make Investments

Recommended Motion: "RESOLVED, that the Board of Education authorize the District Treasurer or, in her absence, the Deputy Treasurer, to make investments of monies on behalf of the Jericho UFSD in accordance with Sec. 1723-a of the New York State Education Law."

9. School District Attorney

Recommended Motion: "The Board of Education appoints Ingerman Smith LLP to serve as Attorney for the Jericho UFSD for the 2007-2008 school year and authorizes the Board President to execute agreement for such."

10. Authorization Signatures

Recommended Motion: "RESOLVED, that the President, Treasurer, and Deputy Treasurer of the Jericho UFSD are hereby authorized to sign all checks and drafts of the above mentioned school district drawn on the J.P. Morgan Chase Bank, State Bank of Long Island and Bank of America."

11. Appointment of Purchasing Agent

Recommended Motion: "RESOLVED, that the Assistant Superintendent for Business Affairs be appointed Purchasing Agent."

II. NEW BUSINESS (continued)

12. Appointment of School, Substitute and Game Physicians

Recommended Motion: "RESOLVED, that the Board of Education approves the appointment of the following school physicians and game physicians for the 2007-2008 school year, at the rate indicated:

Name	Retainer	Football Game Fee
Eugene Gerardi, MD	$10,500	$200 per game
Rajivinder Singh Brar, MD		$100 per hour
William Sierra, Physician's Assistant	$100/hr. for physicals	
Susan Melnick, Physician's Assistant	$100/hr. for physicals	
Christopher Berard, MD	$100/hr. for physicals	$200 per day
Lawrence Northorn, MD	$100/hr. for physicals	$200 per day
Lawrence Ira Salob, MD	$100/hr. for physicals	$200 per day
Sheldon Yao, MD	$100/hr. for physicals	$200 per day
Helaine Larsen-O'Hara, MD	$100/hr. for physicals	$200 per day
Duane Moise, MD	$100/hr. for physicals	$200 per day

13. Certification of Payrolls

Recommended Motion: "RESOLVED, that the Superintendent of Schools, or his designee, be authorized to certify payrolls of the Jericho UFSD."

14. Treasurer of Extra Classroom Activity Funds

Recommended Motion: "RESOLVED, that Kathleen Greene be appointed Treasurer of the Extra Classroom Activity Funds of the Jericho UFSD."

15. Substitute Rate of Pay

Recommended Motion: "RESOLVED, that the rate for per diem substitutes shall be $95.00 per day."

16. Official School District Newspapers

Recommended Motion: "The Board of Education designates *Newsday* and *The Syosset-Jericho Tribune* as the official newspapers for legal publications of the Jericho UFSD for the 2007-2008 school year."

II. NEW BUSINESS (continued)

17. Petty Cash Funds

Recommended Motion: "That the Board of Education establish the following petty cash funds for the Jericho UFSD effective July 1, 2007 for the 2007-2008 school year:

Principal, Middle School	$100.00
Principal, High School	$100.00
Principal, Cantiague School	$100.00
Principal, Jackson School	$100.00
Principal, Seaman School	$100.00
Principal, High School	$100.00 (Home & Careers)
Asst. Supt. for Operations	$100.00
Asst. Supt. for Business Affairs	$100.00
Director of Facilities Operations	$100.00
Food Service Director	$100.00
Superintendent of Schools	$100.00

18. Authorization to Participate in Cooperative Bidding

Recommended Motion: "WHEREAS, it is the plan of a number of public school districts and municipalities in Nassau and Suffolk Counties, New York, to bid jointly the supplies, services and equipment (i.e. bread, canned goods, milk, ice cream, meat products, fuel oil, general, art, periodicals, music, science, athletic, technology education, custodial, health, paper, furniture, gasoline, refuse pick-up and audio-visual);

WHEREAS, the Jericho Union Free School District is desirous of participating with the aforementioned entities and commodities as authorized by the General Municipal Law #119-0, subject to enactment of a resolution authorizing such joint participation;

BE IT RESOLVED, that each entity will award contracts as recommended and thereafter will conduct all negotiations and/or correspondence directly with the successful bidder(s);

BE IT FURTHER RESOLVED, that the bid specifications for such joint purchasing shall provide that the successful bidder will bid each participant separately for the items purchased for each such entity."

II. NEW BUSINESS (continued)

19. Depositories

Recommended Motion: "The Board of Education designates the following as Depositories for the Jericho UFSD for the 2007-2008 school year:

Payroll Account	J.P. Morgan Chase Bank
Trust & Agency Account	J.P. Morgan Chase Bank State Bank of LI
General Fund Account	J.P. Morgan Chase Bank State Bank of LI
Employee Benefit Reserve	J.P. Morgan Chase Bank
School Lunch Fund	State Bank of LI
Federal Funds Account	State Bank of LI
Student Activity Fund	State Bank of LI
Escrow Account – Robert Williams #1	State Bank of LI
Debt Service	State Bank of LI
Dental Claims Account	Northfork Bank

20. Board Policy Review

Recommended Motion: "That the Board of Education review and approve the following Board Policies:

Policy #5220 (rev) -	District Investments
Policy #5421 -	Procurement of Goods and Services
Policy #5692 -	HIV Related Items
Policy #7130 -	Attendance Areas
Policy #7310 -	School Conduct and Discipline

NOTE: See Enclosure #20

21. School District Asbestos Inspector

Recommended Motion: "That the Board of Education approve the appointment of Robert Skrivanek as School District Asbestos (LEA) Designee per AHERA regulations Public Law 99-519 from July 1, 2007 to June 30, 2008."

22. Title IX, Save Legislation and ADA Designee

Recommended Motion: "That the Board of Education approve the appointment of the Assistant Superintendent for Educational Operations and Human Resources to serve as the Title IX Compliance Officer, the designated educational official (DEO) per SAVE Legislation, Chapter 181 of the Laws of 2000 and the American Disabilities Act (ADA) Designee from July 1, 2007 to June 30, 2008."

II. NEW BUSINESS (continued)

23. Section 504 Compliance Coordinator and American Disabilities Act Designee

Recommended Motion: "That the Board of Education approve the appointment of the Executive Director of Pupil Personnel Services as the Section 504 Coordinator from July 1, 2007 to June 30, 2008."

24. Records Management Officer and Records Access Officer

Recommended Motion: "That the Board of Education approve the appointment of the District Clerk as the Records Management Officer and the Records Access Officer from July 1, 2007 to June 30, 2008."

25. Census Enumerator

Recommended Motion: "That the Board of Education approve the appointment of the Assistant Superintendent for Educational Operations and Human Resources as District Census Enumerator to serve from July 1, 2007 to June 30, 2008."

26. Authorization of the Superintendent to Make Budget Transfers in Accordance with Board Policy 5330 per Section 170.2 (1) of the Commissioner's Regulations

Recommended Motion: "That the Board of Education authorize the Superintendent to make budget transfers in accordance with Board Policy #5330."

NOTE: See Enclosure #26

27. Authorize the Assistant Superintendent for Business Affairs to Make Budget Transfers fro the Reconciliation of Accounts for June 2008

Recommended Motion: "That the Board of Education authorize the Assistant Superintendent for Business Affairs, or his/her designee, to make budget transfers for the reconciliation of accounts in preparation for the year end financial report, June 30, 2008."

28. Agent for National School Lunch Program

Recommended Motion: "That the Jericho UFSD designated to the chief administrative officer the authority to act as its agent with regard to the district's participation in the National School Lunch/School Breakfast/Special Milk Program and to enter on its behalf all contracts and agreements with said participation."

II. NEW BUSINESS (continued)

29. Authorization to Participate in Cooperative Bidding

Recommended Motion: "That the Board of Education approve the following resolution:

WHEREAS, it is the plan of a number of public school districts and municipalities in Nassau and Suffolk Counties, New York, to bid jointly the supplies, services and equipment (i.e. bread, canned goods, milk, ice cream, meat products, fuel oil, general, art, periodicals, music, science, athletic, technology education, custodial, health, paper, furniture, gasoline, refuse pick-up and audio-visual);

WHEREAS, the Jericho UFSD is desirous of participating with the aforementioned entities and commodities as authorized by the General Municipal Law #119-0, subject to enactment of a resolution authorizing such joint participation;

BE IT RESOLVED, that each entity will award contracts as recommended and thereafter will conduct all negotiations and/or correspondence directly with the successful bidder(s);

BE IT FURTHER RESOLVED, that the bid specifications for such joint purchasing shall provide that the successful bidder will bid each participant separately for the items purchased for each such entity."

30. Authorization of Superintendent of Schools to Apply for Grants

Recommended Motion: "That the Board of Education hereby authorizes the Superintendent of Schools to make application to any government agency or private or public foundation or to any other commercial or public organization for such grant in materials, recognition or financial assistance which would be in the interest of the School District."

31. Internal Auditor

Recommended Motion: "The Board of Education approves the appointment of Callaghan Nawrocki LLP to serve as Internal Auditor of the Jericho UFSD for the period July 1, 2007 to June 30, 2008."

32. External Auditor

II. NEW BUSINESS (continued)

33. Claims Auditor

Recommended Motion: "The Board of Education appoints Mike Kearns to serve as Claims Auditor of the Jericho UFSD for the period July 1, 2007 – June 30, 2008."

To Regular Board of Education Meeting