

# JERICO UNION FREE SCHOOL DISTRICT

ANNUAL REORGANIZATION AND REGULAR MEETING  
6:00 P.M.\*

MIDDLE SCHOOL CONFERENCE ROOM  
WEDNESDAY JULY 9, 2008

**Present:**

Shawn Gladstone  
Claire Hochheiser  
Barbara Krieger  
Joseph H. Lorintz

**Absent:**

Mark Basile

**Also Present:**

Henry L. Grishman, Superintendent  
Ben Ciuffo  
Joan L. Colvin  
Barbara Bauer

## ANNUAL REORGANIZATION MEETING

### I. CALL TO ORDER

Mr. Grishman called the meeting to order at 6:00 PM.

The Oath of Office was administered by Dr. Joan L. Colvin, District Clerk to Claire Hochheiser and Barbara Krieger, Trustees of the Jericho UFSD Board of Education.

### II. NEW BUSINESS

#### Board of Education President

- Shawn Gladstone made the motion seconded by Joe Lorintz "That the Board of Education elect Barbara Krieger to serve as President of the Board of Education for the 2008-2009 school year."

Motion carried 4, 0.

#### Board of Education Vice President

- Barbara Krieger made the motion seconded by Shawn Gladstone "That the Board of Education elect Joseph H. Lorintz to serve as Vice President of the Board of Education for the 2008-2009 school year."

Motion carried 4, 0.

The Oath of Office was administered by Dr. Joan L. Colvin, District Clerk to Barbara Krieger as President and Joseph H. Lorintz as Vice President of the Jericho UFSD Board of Education.

#### District Clerk

- Joseph Lorintz made the motion seconded by Shawn Gladstone "That the Board of Education appoints Joan L. Colvin to serve as District Clerk of the Jericho UFSD for the 2008-2009 school year."

Motion carried 4, 0.

II. **NEW BUSINESS (continued)**

**Deputy District Clerk**

- Joseph Lorintz made the motion seconded by Shawn Gladstone "That the Board of Education appoints Nancy Saviano to serve as Deputy District Clerk of the Jericho UFSD for the 2008-2009 school year."

Motion carried 4, 0.

**Designation of Board Meeting Dates for 2008-2009 School Year**

- Joseph Lorintz made the motion seconded by Shawn Gladstone "That the Board of Education approves meetings of the Board of Education for the 2008-2009 school year as shown in Enclosure #5."

NOTE: See Enclosure #5

Motion carried 4, 0.

**Treasurer**

- Joseph Lorintz made the motion seconded by Shawn Gladstone "That the Board of Education appoints Marsha L. Rosinger to serve as Treasurer of the Jericho UFSD for the 2008-2009 school year."

Motion carried 4, 0.

**Deputy Treasurer**

- Joseph Lorintz made the motion seconded by Shawn Gladstone "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 2008-2009 school year."

Motion carried 4, 0.

**Authorize District Treasurer to Make Investments**

- Joseph Lorintz made the motion seconded by Shawn Gladstone "BE IT 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."

Motion carried 4, 0.

**School District Attorney**

- Joseph Lorintz made the motion seconded by Shawn Gladstone "The Board of Education appoints Ingberman Smith LLP to serve as Attorney for the Jericho UFSD for the 2008-2009 school year and authorizes the Board President to execute agreement for such."

Motion carried 4, 0.

II. **NEW BUSINESS (continued)**

**Authorization Signatures**

- Joseph Lorintz made the motion seconded by Shawn Gladstone “BE IT 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.”

Motion carried 4, 0.

**Appointment of Purchasing Agent**

- Joseph Lorintz made the motion seconded by Shawn Gladstone “BE IT RESOLVED, that the Assistant Superintendent for Business Affairs be appointed Purchasing Agent.”

Motion carried 4, 0.

**Appointment of School, Substitute and Game Physicians**

- Joseph Lorintz made the motion seconded by Shawn Gladstone “BE IT RESOLVED, that the Board of Education approves the appointment of the following school physicians and game physicians for the 2008-2009 school year, at the rate indicated:

<u>Name</u>	<u>Retainer</u>	<u>Football Game Fee</u>
Eugene Gerardi, MD	\$10,500	\$200 per game
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

Motion carried 4, 0.

**Certification of Payrolls**

- Joseph Lorintz made the motion seconded by Shawn Gladstone “BE IT RESOLVED, that the Superintendent of Schools, or his designee, be authorized to certify payrolls of the Jericho UFSD.”

Motion carried 4, 0.

**Treasurer of Extra Classroom Activity Funds**

- Joseph Lorintz made the motion seconded by Shawn Gladstone “BE IT RESOLVED, that Kathleen Greene be appointed Treasurer of the Extra Classroom Activity Funds of the Jericho UFSD.”

Motion carried 4, 0.

II. **NEW BUSINESS (continued)**

**Substitute Rate of Pay**

- Joseph Lorintz made the motion seconded by Shawn Gladstone “BE IT RESOLVED, that the rate for per diem substitutes shall be \$95.00 per day.”

Motion carried 4, 0.

**Official School District Newspapers**

- Joseph Lorintz made the motion seconded by Shawn Gladstone “The Board of Education designates *Newsday* and *The Syosset-Jericho Tribune* as the official newspapers for legal publications of the Jericho UFSD for the 2008-2009 school year.”

Motion carried 4, 0.

**Petty Cash Funds**

- Joseph Lorintz made the motion seconded by Shawn Gladstone “That the Board of Education establish the following petty cash funds for the Jericho UFSD effective July 1, 2008 for the 2008-2009 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

Motion carried 4, 0.

**Authorization to Participate in Cooperative Bidding**

- Joseph Lorintz made the motion seconded by Shawn Gladstone “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.”

Motion carried 4, 0.

II. NEW BUSINESS (continued)

Depositories

- Joseph Lorintz made the motion seconded by Shawn Gladstone "That the Board of Education designates the following as Depositories for the Jericho UFSD for the 2008-2009 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
Tax Reduction Reserve	J.P. Morgan Chase Bank
ERS Reserve	J.P. Morgan Chase Bank

Motion carried 4, 0.

Board Policy Review

- Joseph Lorintz made the motion seconded by Shawn Gladstone "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

Motion carried 4, 0.

School District Asbestos Inspector

- Joseph Lorintz made the motion seconded by Shawn Gladstone "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, 2008 to June 30, 2009."

Motion carried 4, 0.

Title IX, Save Legislation and ADA Designee

- Joseph Lorintz made the motion seconded by Shawn Gladstone "That the Board of Education approves the appointment of the Assistant Superintendent for Educational Operations and Human Resources and the Assistant Superintendent for Curriculum and Instruction to serve as the title IX Compliance Officers, the designated educational officials (DEO) per SAVE Legislation, Chapter 181 of the Laws of 2000 and the American Disabilities Act (ADA) Designee from July 1, 2008 to June 30, 2009."

Motion carried 4, 0.

II. **NEW BUSINESS (continued)**

**Section 504 Compliance Coordinator and American Disabilities Act Designee**

- Joseph Lorintz made the motion seconded by Shawn Gladstone "That the Board of Education approve the appointment of the Executive Director of Pupil Personnel Services as the Section 504 Coordinator from July 1, 2008 to June 30, 2009."

Motion carried 4, 0.

**Records Management Officer and Records Access Officer**

- Joseph Lorintz made the motion seconded by Shawn Gladstone "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, 2008 to June 30, 2009."

Motion carried 4, 0.

**Census Enumerator**

- Joseph Lorintz made the motion seconded by Shawn Gladstone "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, 2008 to June 30, 2009."

Motion carried 4, 0.

9

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

- Joseph Lorintz made the motion seconded by Shawn Gladstone "That the Board of Education authorize the Superintendent to make budget transfers in accordance with Board Policy #5330."

NOTE: See Enclosure #26

Motion carried 4, 0.

**Authorize the Assistant Superintendent for Business Affairs to Make Budget Transfers for the Reconciliation of Accounts for June 2009**

- Joseph Lorintz made the motion seconded by Shawn Gladstone "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, 2009."

Motion carried 4, 0.

**Agent for National School Lunch Program**

- Joseph Lorintz made the motion seconded by Shawn Gladstone "That the Board of Education designate 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."

Motion carried 4, 0.

II. **NEW BUSINESS (continued)**

**Authorization of Superintendent of Schools to Apply for Grants**

- Joseph Lorintz made the motion seconded by Shawn Gladstone "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."

Motion carried 4, 0.

**Internal Auditor**

- Joseph Lorintz made the motion seconded by Shawn Gladstone "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, 2008 to June 30, 2009."

Motion carried 4, 0.

**School District External Auditor**

- Joseph Lorintz made the motion seconded by Shawn Gladstone "That the Board of Education approve the appointment of Coughlin Foundotos Cullen & Danowski, LLP, Certified Public Accountants, as School District External Auditor to audit the district's records from July 1, 2008 to June 30, 2009."

Motion carried 4, 0.

**Claims Auditor**

- Joseph Lorintz made the motion seconded by Shawn Gladstone "That the Board of Education appoints Mike Kearns to serve as Claims Auditor of the Jericho UFSD for the period July 1, 2008 – June 30, 2009."

Motion carried 4, 0.

**REGULAR MEETING**

III. **BOARD ACTIONS**

**Approval of Minutes**

- Joseph Lorintz made the motion seconded by Barbara Krieger "That the Board of Education make any necessary corrections and move approval of the minutes of the Regular Meeting dated June 19, 2008."

Motion carried 4, 0.

IV. **REPORTS/DISCUSSION**

**Executive Session**

The Board discussed personnel and legal matters at our last Executive Session.

**V. OPPORTUNITY FOR PUBLIC TO BE HEARD**

Please Note: If you would like to make a comment or ask a question, please tell us your name and affiliation, if you are representing a specific group. If you would like your statement to be included in our Board minutes, you must hand in a written copy of your remarks to our District Clerk, Joan Colvin, immediately before speaking.

As always, public discussion on matters relating to staff and students, at which their reputation, privacy or rights to due process, or those of others could in some way be violated, is prohibited.

Ira Checkla asked to see copies of schedule numbers 2636 and 2637. Ira then read a statement after reviewing the schedules asking the board to delay the vote due to the appearance or nepotism.

**7:05 PM Executive Session**

- Joseph Lorintz made the motion seconded by Claire Hochheiser "That the Board move to Executive Session to discuss personnel matters".

Motion carried 4, 0.

**7:15 PM Out of Executive Session**

- Shawn Gladstone made the motion seconded by Claire Hochheiser "That the Board move out of Executive Session".

Motion carried 4, 0.

Barbara Krieger asked for an administrative review of all personnel hiring procedures. Mr. Grishman indicated that Administration would review and report back to the Board.

John Annad, referring to policy number 8430, Independent Study, suggested a revision (see attachments A & B) to the Principal and Superintendent who have denied his request to revise policy. He would also like approval for on-line courses. Barbara Krieger stated that the policy was reviewed at the June meeting and asked the administrators at both district level and high school level to review the policy.

See attachments A & B

**VI. UNFINISHED BUSINESS**

**Second Reading**

**Adoption of Board Policies**

- Joseph Lorintz made the motion seconded by Claire Hochheiser "That the Board of Education adopt the board policies as shown in Enclosure #4:

#8340	Textbooks/Workbooks
#8350	Use of Copyrighted Materials
#8450	Home Tutoring (Temporary Instruction)
#8460	Field Trips
#8480	Observance of Holidays

NOTE: See Enclosure #4

Motion carried 4, 0.

VII. PREVIEW FOR FUTURE ACTION

Important Dates

The Board of Education noted dates listed by administration.

VIII. BOARD ACTIONS

Approval of Schedules

- Joseph Lorintz made the motion seconded by Shawn Gladstone "That the Board of Education approves the following schedules for appropriate action:

A-532	Treasurer's Report
B-GF-495	General Fund
B-FF-462	General Fund
B-CAF-492	Cafeteria Fund
D-GF-36	General Fund
D-GF-37	General Fund
D-GF-38	General Fund
D-GF-39	General Fund
D-FF-29	Federal Fund
D-FF-30	Federal Fund
D-FF-31	Federal Fund
D-FF-32	Federal Fund
D-FF-33	Federal Fund
D-CF-28	Cafeteria Fund
D-CF-29	Cafeteria Fund
D-CF-30	Cafeteria Fund
D-CF-31	Cafeteria Fund
D-SA-41	Trust and Agency Fund
D-SA-42	Trust and Agency Fund
D-SA-43	Trust and Agency Fund
D-SA-44	Trust and Agency Fund
K-15	Construction Fund
K-16	Construction Fund
D-GF-11	Conference Expense
E-1541	Contract – LI Express Swim Club
E-1542	Setting of Rates – Tutor Services/Testing Aides
E-1543	Contract – Arnold Standard Cost Control Services
E-1544	Bid – Educational Data Services
E-1545	Award of Contract – Executive Educational Solutions
E-1546	Retainer – Internal Auditing Services
E-1547	Letter of Engagement – Emkay Consulting
E-1548	Letter of Engagement – Ingerman Smith LLP
E-1549	Retain Services – Guardian Life Insurance Company
E-1550	Award of Contract – Use of Pool
E-1551	Letter of Engagement – External Auditor
E-1552	Award of Bid – Gymnasium Roof Reconstruction
G-2611 (rev)	Appointments, Instructional, Regular Substitute
G-2627 (rev)	Instructional In-service Course Participation
G-2629 (rev)	Appointments, Instructional, Substitute Teachers
G-2634	Appointments, Consultant Rates

VIII. BOARD ACTIONS (continued)

Approval of Schedules (continued)

G-2635	Appointments, Instructional, Regular Substitute
G-2636	Appointments, Extra-curricular Coaches
G-2637	Appointments, Extra-curricular Coaches
G-2638	Appointments, Instructional, Substitute Teachers
G-2639	Appointments, Instructional, Part Time
G-2640	Appointments, Instructional, Intramural Activities
GG-1021 (rev)	Appointments, Non-instructional, Regular Substitute
GG-1024 (rev)	Appointments, Non-instructional, Regular Substitute
GG-1038 (rev)	Appointments, Non-instructional
GG-1039	Non-instructional, Terminal Leave
GG-1040	Appointments, Non-instructional, Swim Program
GG-1041	Appointments, Non-instructional
H-668	Resignations and Terminations of Employment
HH-600 (rev)	Resignations and Terminations of Employment of Non-instructional Employees
HH-601	Resignations and Terminations of Employment of Non-instructional Employees
K-362 (rev)	Curriculum Assignments, Instructional
K-363	Leave of Absence, Instructional
O-599 (rev)	Services/Consultants
O-600	Tuition/Consultant Services
S-620 (rev)	Appointments, Membership Pre-school Committee on Special Education
S-621 (rev)	Appointments, Membership Committee on Special Education
S-642	Educational Programs and Projects
S-643	Educational Programs and Projects
U-104	Approval of Services for Children with Special Education Needs
U-105	Approval of Services for Children with Special Education Needs
U-106	Approval of Services for Children with Special Education Needs
U-107	Approval of Services for Children with Special Education Needs

Motion carried 4, 0.

- Shawn Gladstone made the motion seconded by Claire Hochheiser "That the Board of Education approve the following schedule for appropriate action:

GG-1037 (rev) Appointments, Non-instructional

Motion carried 3, 0, 1 abstention, Joseph Lorintz

**IX. ADJOURN**

- Claire Hochheiser made the motion seconded by Joseph Lorintz "That the Board of Education adjourn the meeting at 8:05 PM."

Motion carried 4, 0.

**Respectfully Submitted,**

**Joan L. Colvin, Ed.D.  
District Clerk**