

**WYANDANCH UNION FREE SCHOOL DISTRICT  
BOARD OF EDUCATION  
2015 REORGANIZATION MEETING  
HELD ON JULY 14, 2015  
CENTRAL ADMINISTRATION BUILDING  
1445 DR. MARTIN LUTHER KING BOULEVARD  
WYANDANCH, NEW YORK 11798**

**APPROVED**  
8/19/15  
5-0-0

The meeting was called to order by Stephanie Howard at 7:10 PM.

**Appointment of  
Temporary Chair**

**The Board reached a consensus, according to policy, to appoint Stephanie Howard, District Clerk, as Temporary Chair of the Reorganization Meeting.**

**Roll Call:** Performed by Stephanie Howard, District Clerk

**Trustees Present:** Dr. Ronald Allen, Shirley Baker, James Crawford, Moneik Hatcher, Nancy Holliday, Yvonne Robinson, Dr. Thomas Tolliver

**Others Present:** Dr. Mary Jones, Gina Talbert, Robert Howard, Janice Patterson, Gregory Guercio, Esq., Lisa Hutchinson, Esq., Stephanie Howard, Lisa Coalmon, Principals, Administrators and Community

**OATH OF OFFICE**

**Trustee-Elect Baker was given the oath of office by Counsel Lisa Hutchinson.**

**Trustee-Elect Hatcher was given the oath of office by Counsel Lisa Hutchinson.**

**Trustee-Elect Tolliver was given the oath of office by Counsel Lisa Hutchinson.**

**Stephanie Howard asked for nominations for the office of President.**

**NOMINATIONS**

**Nominations for  
President**

**Trustee Robinson nominated Trustee Crawford for the office of President. Second by Hatcher.**

**Trustee Baker nominated Trustee Tolliver for the office of President. Second by Allen.**

**Trustee Crawford accepted his nomination.**  
**Trustee Tolliver accepted his nomination.**

**There were no other nominations for the office of President.**

**Trustee Crawford received three votes.**  
**Trustee Tolliver received four votes.**

**Trustee Tolliver was named the new president for the coming year.**  
**Lisa Hutchinson, counsel, administered the oath of office to President Tolliver.**

President Tolliver assumed chair.

**Nominations for  
Vice President**

Trustee Crawford nominated Trustee Robinson for the office of Vice President, second by Trustee Hatcher.

Trustee Baker nominated Trustee Allen for the office of Vice President, second by Trustee Holliday.

Trustee Robinson accepted her nomination.  
Trustee Allen accepted his nomination.

There were no other nominations for the office of Vice President.

Trustee Robinson received three votes.  
Trustee Allen received four votes.

Trustee Allen was named the new vice president for the coming year.  
Lisa Hutchinson, counsel, administered the oath of office to Vice President Allen.

**ADOPTION OF  
AGENDA**

Motion by Allen, second by Holliday to adopt the agenda

Motion carried 7-0-0

**BOARD OF  
EDUCATION  
RESOLUTIONS**

**BOE #1  
District Clerk &  
Board Secretary**

**RESOLUTION:**

**BE IT RESOLVED**, that the Board of Education appoints Stephanie Howard as District Clerk, with benefits inclusive of vacation and sick days, personal days, health, dental, and vision benefits as provided for under the Wyandanch Administrative Support Association Contract in effect or any successor agreements thereof.

**BE IT FURTHER RESOLVED**, that the hours of the District Clerk are 40 hours per week. Salary to be set at \$50,000 for the 2015-2016 school year, effective July 1, 2015. Pay increases for said position during the 2015-2016 school year shall be commensurate with the Wyandanch Administrative Support Association Contract in effect or any successor agreements thereof.

Motion by Allen, second by Baker  
Robinson Opposed

Motion carried 6-1-0

Lisa Hutchinson, counsel, administered the oath of office to District Clerk Stephanie Howard.

**EXECUTIVE  
SESSION**

Motion by Allen, second by Robinson to go into Executive Session for the purpose of discussing matters pertaining to the employment of particular persons at 7:25 PM

Motion carried 7-0-0

**RECONVENE**

**Motion by Robinson, second by Allen to reconvene at 8:17 PM Motion carried 7-0-0**

**BOE #2  
District Treasurer**

**RESOLUTION:**

**BE IT RESOLVED**, that the Board of Education appoints **Winsome Ware** as District Treasurer for the Wyandanch Union Free School District for the 2015-2016 school year with benefits inclusive of vacation and sick days, personal days, health, dental and vision benefits as provided for under the Wyandanch Administrative Support Association Contract in effect or any successor agreements thereof.

**BE IT FURTHER RESOLVED**, that the hours of the District Treasurer are 40 hours per week. Salary to be set at **\$62,201** for the 2015-2016 school year. Pay increases for said position during the 2015-2016 school year shall be commensurate with the Wyandanch Administrative Support Association Contract in effect or any successor agreements thereof.

**Motion by Allen, second by Baker**

**Motion carried 7-0-0**

**BOE #2A  
Deputy District  
Treasurer**

**RESOLUTION:**

**BE IT RESOLVED**, that the Board of Education appoints **Shirley Baker** as Deputy District Treasurer in the absence of the District Treasurer for the 2015-2016 school year.

**BE IT FURTHER RESOLVED**, that this only occurs when the District Treasurer is on vacation or out of the country or is otherwise unable to perform the duties of the position of District Treasurer.

**Motion by Allen, second by Holliday**

**Motion carried 7-0-0**

**BOE #2B  
Preparation of 2015-  
2016 Financial Audit  
Statements**

**RESOLUTION:**

**BE IT RESOLVED**, that the Board of Education of the Wyandanch Union Free School District authorizes **Winsome Ware** to prepare the financial audit statements A-133 and GASB34 for the 2015-2016 school year, and receive compensation in the amount of \$17,500 for such services. Such services shall not interfere with her typical work duties for the District.

**Motion by Allen, second by Holliday**

**Motion carried 7-0-0**

**BOE #3  
Extra-Classroom  
Activities Fund  
Treasurer**

**RESOLUTION:**

**BE IT RESOLVED** that the Board of Education appoints Sharin Wilson as Extra-Classroom Activities Fund Treasurer for the Wyandanch Union Free School District pursuant to Commissioner of Education's regulation 172.4 for the period July 1, 2015 through June 30, 2016.

**Motion by Holliday, second by Baker  
Crawford Opposed**

**Motion carried 6-1-0**

**BOE #4  
District Internal  
Auditing Service**

**BE IT RESOLVED**, that the Board of Education hereby authorizes the retention of the accounting firm of Nawrocki Smith, LLP to provide internal auditing services for the district on terms to be agreed upon by parties and set forth in a subsequent written retainer agreement, subject to review and approval by District counsel, effective July 1, 2015 through June 30, 2016.

**Motion by Allen, second by Holliday**

**Motion carried 7-0-0**

**BOE #5  
District Claims  
Auditor**

**BE IT RESOLVED**, that the Board of Education appoints Lisa Coalmon as District Claims Auditor, with benefits inclusive of vacation and sick days, personal days, health, dental, vision benefits as provided for under the Wyandanch Administrative Support Association Contract in effect or any successor agreements thereof.

**BE IT FURTHER RESOLVED**, that the hours of the District Claims Auditor are 40 hours per week. Salary to be set at \$56,941.00 for the 2015-2016 school year, effective July 1, 2015. Pay increases for said position during the 2015-2016 school year shall be commensurate with the Wyandanch Administrative Support Association Contract in effect or any successor agreements thereof.

**Motion by Allen, second by Holliday  
Robinson Opposed**

**Motion carried 6-1-0**

**BOE #6  
Census Enumerator**

**RESOLUTION:**

**BE IT RESOLVED**, that the Board of Education appoints Ann Watson as District Census Enumerator, with benefits inclusive of vacation and sick days, personal days, health, dental, vision benefits as provided for under the Wyandanch Administrative Support Association Contract in effect or any successor agreements thereof.

**BE IT FURTHER RESOLVED**, that the hours of the District Census Enumerator are 40 hours per week. Salary to be set at \$38,837.00 for the 2015-2016 school year.

**Motion by Holliday, second by Baker  
Robinson Opposed**

**Motion carried 6-1-0**

**BOE #7  
District Physician**

**RESOLUTION:**

**BE IT RESOLVED**, that the Board of Education appoints **Dr. Yambo** as District Physician for the Wyandanch Union Free School District to serve at the pleasure of the Board effective July 1, 2015 through June 30, 2016. The fee for services shall be **\$ 40** per physical.

**Motion by Allen, second by Baker**

**Motion carried 7-0-0**

**BOE #8  
General Counsel**

**RESOLUTION:**

**BE IT RESOLVED**, that the Board of Education appoints **Guercio & Guercio, LLP** as District General Counsel for the Wyandanch Union Free School District to serve at the pleasure of the Board effective July 1, 2015 through June 30, 2016, subject to a mutually agreeable contract.

**Motion by Allen, second by Holliday**

**Motion carried 7-0-0**

**BOE #9  
Labor Counsel**

**RESOLUTION:**

**BE IT RESOLVED**, that the Board of Education appoints **Guercio & Guercio, LLP** as District Labor Counsel for the Wyandanch Union Free School District to serve at the pleasure of the Board effective July 1, 2015 through June 30, 2016, subject to a mutually agreeable contract.

**Motion by Allen, second by Holliday**

**Motion carried 7-0-0**

**BOE #10  
External Auditor**

**RESOLUTION:**

**BE IT RESOLVED**, that the Board of Education appoints **Deans • Archer & Co.** as District External Auditor for the Wyandanch Union Free School District for the period July 1, 2015 through June 30, 2016, subject to a mutually agreeable contract, and review and approval by District counsel.

**Motion by Allen, second by Holliday**

**Motion carried 7-0-0**

**BOE #11  
Records Management  
Officer/Access Officer**

**RESOLUTION:**

**BE IT RESOLVED**, that the Board of Education appoints **Stephanie Howard** as Records Management Officer / Access Officer for the Wyandanch Union Free School District to serve at the pleasure of the Board for the 2015-2016 school year with a **\$ 5,000.00** stipend.

**Motion by Allen, second by Holliday**

**Motion carried 7-0-0**

**BOE #12  
Board of  
Registration  
Inspectors**

**RESOLUTION:**

**RESOLVED**, that the following persons shall be appointed as Inspectors to the Board of Registration (Voter Registration, Annual Budget/Trustee Vote) for the 2015-2016 school year.

Juanita Jones, Chief Inspector  
Sadie Badon, Poll Inspector  
Sheila Chandler, Poll Inspector  
Florence Collins, Poll Inspector  
Vernell Garrett, Poll Inspector  
Eileen Watson, Poll Inspector  
Stephanie Williams, Poll Inspector  
Virginia Dawson-Taylor, Poll Inspector  
Erskine Trotman, Poll Inspector  
Carrie King, Poll Inspector  
Kenneth Daniels, Poll Inspector

BE IT FURTHER RESOLVED, that the appointed inspectors be compensated at an hourly rate of \$12.50 and that of the Chief Inspector be compensated at an hourly rate of \$15.00.

**Motion by Baker, second by Holliday**

**Motion carried 7-0-0**

**BOE #13  
Purchasing Agent**

**RESOLUTION:**

**BE IT RESOLVED**, the Board of Education hereby appoints the **School Business Official Robert Howard** to act as Purchasing Agent, and in their absence, the **Superintendent of Schools Dr. Mary Jones**, pursuant to Commissioner's Regulations 170.2, to serve at the pleasure of the Board for the 2015-2016 school year.

**Motion by Baker, second by Robinson**

**Motion by Allen, second by Holliday to amend from Paul Greene to Robert Howard**  
**Motion carried 7-0-0**

**BOE #14  
Public Relations**

**BE IT RESOLVED**, that the Board of Education appoints the firm of **Todd Shapiro & Associates** to the position of District Public Relations firm for the Wyandanch Union Free School District to serve at the pleasure of the Board at an annual contract amount not to exceed \$ 48,000 effective July 1, 2015 through June 30, 2016 subject to contract review and approval by District counsel.

**Motion by Baker, second by Holliday**

**Motion carried 7-0-0**

**BOE #15  
Asbestos Designee**

**RESOLUTION:**

**BE IT RESOLVED**, that the Board of Education appoints **Kenneth Skeen** as the Asbestos Designee for the Wyandanch Union Free School District for the 2015-2016 school year, pursuant to 40 CFR 763.84, and

**BE IT FURTHER RESOLVED**, that the Board of Education authorizes **Kenneth Skeen** to attend an asbestos training course which satisfies the requirement of 40 CFR 763.84(g)(2) with the costs of such attendance to be borne by the District.

**Motion by Allen, second by Holliday  
Robinson Opposed**

**Motion carried 6-1-0**

**BOE #16  
Depository of  
District Funds**

**RESOLUTION:**

**BE IT RESOLVED**, that the Board of Education designates **JPMorgan Chase and HSBC Bank** as the Depository of District funds effective July 1, 2015 through June 30, 2016, with all deposits in excess of the FDIC coverage limitation to be collateralized by U.S. Government backed securities.

**Motion by Baker, second by Allen**

**Motion carried 7-0-0**

**BOE #17  
Schedule/Activities  
Calendar  
REVISED**

**RESOLUTION:**

**BE IT RESOLVED**, that the Board of Education approve the Schedule of Board of Education Meetings and Budget Vote & Board of Election Activities Calendar for the 2015-2016 school year, and

**BE IT FURTHER RESOLVED**, that the Board of Education adopt the aforementioned schedule and calendar for the 2015-2016 school year.

**BE IT FURTHER RESOLVED**, that the Board of Education meeting dates be adopted as follows:

Every 2<sup>nd</sup> & 3<sup>rd</sup> Wednesday @ 7:00 p.m., except as otherwise noted

**WYANDANCH UNION FREE SCHOOL DISTRICT  
TENTATIVE BOARD MEETING DATES  
JULY 1, 2015 – JUNE 30, 2016**

**JULY 2015**

TUESDAY, JULY 14, 2015  
TUESDAY, JULY 14, 2015

REORGANIZATION MEETING  
COMBINED WORK/VOTING SESSION

**AUGUST 2015**

WEDNESDAY, AUGUST 12, 2015  
WEDNESDAY, AUGUST 19, 2015

WORK SESSION  
VOTING SESSION

**SEPTEMBER 2015**

WEDNESDAY, SEPTEMBER 9, 2015	WORK SESSION
WEDNESDAY, SEPTEMBER 16, 2015	VOTING SESSION

**OCTOBER 2015**

WEDNESDAY, OCTOBER 14, 2015	WORK SESSION
WEDNESDAY, OCTOBER 21, 2015	VOTING SESSION

**NOVEMBER 2015**

WEDNESDAY, NOVEMBER 18, 2015	COMBINED WORK/VOTING SESSION
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**DECEMBER 2015**

WEDNESDAY, DECEMBER 16, 2015	COMBINED WORK/VOTING SESSION
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**JANUARY 2016**

WEDNESDAY, JANUARY 13, 2016	WORK SESSION
WEDNESDAY, JANUARY 20, 2016	VOTING SESSION

**FEBRUARY 2016**

WEDNESDAY, FEBRUARY 10, 2016	COMBINED WORK/VOTING SESSION
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**MARCH 2016**

WEDNESDAY, MARCH 9, 2016	WORK SESSION
WEDNESDAY, MARCH 16, 2016	VOTING SESSION

**APRIL 2016**

WEDNESDAY, APRIL 13, 2016	WORK SESSION
TUESDAY, APRIL 19, 2016	ANNUAL BOCES VOTE
WEDNESDAY, APRIL 20, 2016	VOTING SESSION

**MAY 2016**

WEDNESDAY, MAY 11, 2016	WORK SESSION
TUESDAY, MAY 17, 2016	BUDGET VOTE / TRUSTEE ELECTION
WEDNESDAY, MAY 18, 2016	VOTING SESSION

**JUNE 2016**

WEDNESDAY, JUNE 8, 2016	WORK SESSION
WEDNESDAY, JUNE 15, 2016	VOTING SESSION

**Calendar revised as shown at the direction of the Board.**

<b>Motion by Baker, second by Allen Tolliver Opposed</b>	<b>Motion carried 6-1-0</b>
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<b>Motion by Baker, second by Holliday to BLOCK VOTE BOE Resolutions #18 - #22</b>	<b>Motion carried 7-0-0</b>
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<b>Motion by Baker, second by Holliday to approve BLOCK VOTE BOE Resolutions #18 - #22</b>	<b>Motion carried 7-0-0</b>
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**BOE #18  
Standing  
Committees**

**RESOLUTION:**

**BE IT RESOLVED**, that the Board authorizes the use of the below named standing committees for the 2015-2016 school year.

**FURTHER RESOLVED**, that membership of each committee not exceed five (5) members. In addition, the committees must meet at least once every other month and provide a written report of their findings/recommendations at the next scheduled Board meeting:

1. **Educational Direction and Leadership Committee including Special Education and Curriculum & Technology**
2. **Personnel Committee**
3. **Financial Management Committee**
4. **Facilities Management Committee including Buildings & Grounds, Transportation, Safety & Security**
5. **Community Relations Committee including Intergovernmental Relations, Ethics, Public Relations**
6. **Personal Growth and Development Committee**
7. **Management Functions Committee**
8. **Policy Committee**
9. **Audit Committee**, as established by separate charter and resolution
10. **Nutrition Committee**

**BOE #19  
Official Newspapers**

**RESOLUTION:**

**BE IT RESOLVED**, that the Board of Education designates the following Newspapers as the official District newspapers effective July 1, 2015 through June 30, 2016:

**Newsday**  
and  
**Long Island Business News**

**BOE #20  
Certifying Payroll**

**RESOLUTION:**

**BE IT RESOLVED**, that the following persons occupying the positions of School Business Official or Superintendent of Schools are authorized to certify payroll for the 2015-2016 school year:

School Business Official  
Superintendent

**BOE #21  
Conferences/Workshops  
Board of Education**

**RESOLUTION:**

**RESOLVED**, that members of the Board of Education are deemed to be approved to attend conferences/workshops conducted by the following organizations during the 2015-2016 school year:

- A. New York State School Boards Association School Board Members, Albany
- B. NYSSBA Summer Management Workshops
- C. Board of Education Retreats
- D. NABSE-National Association of Black School Educators
- E. NSBA-National School Boards Association
- F. New York State Black and Puerto Rican Caucus Conference
- G. Congressional Black Caucus Conference
- H. National School Boards CUBE Affiliate Conference
- I. Any other conference Board members desire to attend must receive must receive approval from the Board of Education prior to Board members enrolling and/or attending.

**BOE #22  
Conferences/Workshops  
Superintendent**

**RESOLUTION:**

**RESOLVED**, that the Superintendent and or staff may attend conferences/workshops conducted by the following organizations during the 2015-2016 school year with prior approval from the Board of Education:

- A. New York State Counsel of School Superintendent's Association
- B. Association of Supervisory Curriculum Development
- C. American Association of School Administrators
- D. Coalition of Essential Schools
- E. Comer School of Development
- F. National Association for Black School Educators
- G. New York State School Boards Association
- H. National School Boards Association
- I. New York State Black and Puerto Rican Caucus Conference
- J. Congressional Black Caucus Conference
- K. Any other conference relevant to facilitating Superintendent duties with prior Board approval.

**BOE #23  
Petty Cash**

**RESOLUTION:**

**BE IT RESOLVED**, that the district wide petty cash fund be established at One Hundred Dollars (\$100.00) for the 2015-2016 school year; and

**BE IT RESOLVED**, that the district's School Business Official Robert Howard is designated as the custodian of the petty cash fund and in the absence of the School Business Official, for any reason, the Superintendent of Schools Dr. Mary Jones shall be so designated.

**Motion by Holliday, second by Baker**

**Motion carried 7-0-0**

**BOE #24  
Signatories on  
Checks**

**RESOLUTION:**

**BE IT RESOLVED**, that the following persons be authorized signatories on checks for the 2015-2016 school year.

Board President  
Board Vice President  
District Treasurer

**BE IT FURTHER RESOLVED**, that the Board of Education authorizes the following trustee(s) as additional signatory(ies) on checks for the 2015-2016 school year.

**Trustee Shirley Baker**

**BE IT RESOLVED**, that the Board of Education, per the advice of SED, approves the signatory for the payroll account to one signer, that of the treasurer, for the 2015-2016 school year.

**Motion by Allen, second by Holliday**

**Motion carried 7-0-0**

**Motion by Allen, second by Holliday to BLOCK VOTE BOE Resolutions #25 - #29**

**Motion carried 7-0-0**

**Motion by Baker, second by Holliday to approve BLOCK VOTE BOE Resolutions #25 - #29**

**Motion carried 7-0-0**

**BOE #25  
Budget Transfers**

**RESOLUTION:**

**BE IT RESOLVED**, that the Superintendent shall be authorized to make budget transfers up to a maximum of **\$5,000** without prior board approval for the 2015-2016 school year.

**BOE #26  
District Inter-Fund  
and Intra-Fund  
Transfers**

**RESOLUTION:**

**WHEREAS**, it is necessary for the District Treasurer to make certain inter-fund and intra-fund cash transfers between and among Wyandanch Union Free School District accounts, now

**BE IT RESOLVED**, that the Board of Education authorizes the District Treasurer to make such cash transfers between and within the following district bank accounts:

1. Chase Manhattan Bank;
2. HSBC Bank; and

**BE IT FURTHER RESOLVED**, that the Board of Education authorizes the District Treasurer to make the following intra-fund transfers as needed:

1. From the Wyandanch UFSD Trust and Agency account to the Teachers Federal Credit Union account for the purpose of payment of employee's direct deposits;
2. From the Wyandanch UFSD Trust and Agency account to the Omni account for the purpose of funding employees' annuities;
3. From the Wyandanch UFSD Money Market account at Chase Manhattan Bank to the Depository Trust for the purpose of repayment of TANS & RANS.

**BOE #27  
Mileage Reimbursement  
Rate  
REVISED**

**RESOLUTION:**

**BE IT RESOLVED**, that the mileage compensation rate for use of personal vehicles in the conduct of District business be approved at 58 cents per mile for the 2015-2016 school year. **This resolution applies to individuals whose mileage reimbursement rate is not covered by a collective bargaining agreement or employment contract**

**BOE #28  
Official  
Undertakings**

**RESOLUTION:**

**BE IT RESOLVED**, that the Board of Education hereby authorizes the purchase of a Faithful Performance Blanket Bond in lieu of specific official undertakings for all persons and positions required by law or regulation to be bonded.

**BOE #29  
Re-Adoption of  
Policies/Code of  
Ethics**

**RESOLUTION:**

**BE IT RESOLVED**, that the Board of Education hereby re-adopts all policies and code of ethics in effect during the previous year **for the year 2015-2016**.

**BOE #1  
District Clerk &  
Board Secretary  
AMENDED**

**RESOLUTION:**

**BE IT RESOLVED**, that the Board of Education appoints Stephanie Howard as District Clerk, with benefits inclusive of vacation and sick days, personal days, health, dental, and vision benefits as provided for under the Wyandanch Administrative Support Association Contract in effect or any successor agreements thereof.

**BE IT FURTHER RESOLVED**, that the hours of the District Clerk are 40 hours per week. Salary to be set at \$50,500 for the 2015-2016 school year, effective July 1, 2015. Pay increases for said position during the 2015-2016 school year shall be commensurate with the Wyandanch Administrative Support Association Contract in effect or any successor agreements thereof.

**Motion to amend with corrected salary by Allen, second by Holliday**

**Motion carried 7-0-0  
Motion carried 7-0-0**

**Motion by Allen, second by Holliday**

**EXECUTIVE  
SESSION**

**Motion by Allen, second by Holliday to go into Executive Session for the purpose of discussing Personnel items at 8:40 PM**

**Motion carried 7-0-0**

**Trustee Holliday left the meeting at 9:15 PM.**

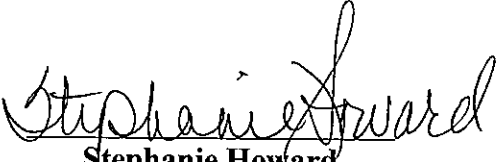
**RECONVENE**

**Motion by Robinson, second by Baker to reconvene at 9:17 PM, to go directly into  
the Combined Work & Voting Session**

**Motion carried 7-0-0**

**Date of Meeting: JULY 14, 2015  
2015 REORGANIZATION  
MEETING**

**Minutes Recorded  
and Transcribed  
By District Clerk**

  
**Stephanie Howard  
District Clerk**