

WYANDANCH UNION FREE SCHOOL DISTRICT
BOARD OF EDUCATION MINUTES OF
2018 REORGANIZATION MEETING
HELD ON JULY 13, 2018
CENTRAL ADMINISTRATION BUILDING
1445 DR. MARTIN LUTHER KING, JR. BOULEVARD
WYANDANCH, NEW YORK 11798

APPROVED
7/18/18
5-0-0

The meeting was called to order by Vice President Holliday at 6:17 PM.

- Roll Call:** Performed by Stephanie Howard
- Trustees Present:** Nancy Holliday, Dr. Ronald Allen, Sr., Shirley Baker, Yvonne Robinson
- Trustees Who Arrived Late:** Ronald Fenwick, James Crawford
- Trustees Absent:** Charlie Reed
- Others Present:** Dr. Mary Jones, Gina Talbert, Lisa Hutchinson, Esq., Lisa Coalmon, Stephanie Howard, Principals, Administrators and Community

OATH OF OFFICE FOR
TRUSTEE ELECT

Lisa Hutchinson, Legal Counsel, administered the Oath of Office to Trustee Shirley Baker. It was noted that Trustee Ronald Fenwick had been given the Oath of Office by Stephanie Howard, District Clerk, prior to the meeting.

EXECUTIVE SESSION

Motion by Allen, second by Baker to go into Executive Session at 6:22 PM to discuss litigation and contract matters.

Motion carried 4-0-0

Trustee Fenwick arrived during Executive Session.

RECONVENE

Motion by Baker, second by Allen to reconvene at 7:15PM

Motion carried 5-0-0

Vice President Holliday called for a second Executive Session.

EXECUTIVE SESSION

Motion by Allen, second by Baker to go into Executive Session at 7:16 PM to discuss contract matters.

Motion carried 5-0-0

Trustee Crawford arrived during Executive Session.

RECONVENE

Consensus to reconvene at 7:55PM

Vice President Holliday announced that some Reorganization resolutions would be considered for a vote, but that the election of officers and appointments would be postponed for a later date because the full Board was not present.

REORGANIZATION
RESOLUTIONS

EXTENSION OF APPOINTMENT

Motion by Baker, second by Allen for a 30-day extension of appointment of officers, with the same terms and conditions as currently held, until the Board reconvenes to finalize the agreements for those appointments. This applies to BOE Reorg Resolutions #1, #1A, #2, #2B, #3, #4, #5 and #6

Motion carried 6-0-0

BOE REORG #1
District Clerk & Board
Secretary

RESOLUTION:

BE IT RESOLVED, that the Board of Education appoints **Stephanie Howard** as District Clerk, subject to determination of benefits that will be outlined in a 2018-2019 Terms and Conditions Work Agreement between the Board of Education and the District Clerk.

BOE REORG #1A
District Clerk Pro Tem

RESOLUTION:

RESOLVED, that the Board of Education of the Wyandanch Union Free School District appoints _____ as District Clerk Pro Tem for the 2018-2019 school year, and authorizes said individual to fulfill the duties and obligations of the District Clerk when the Board appointed District Clerk is absent or unable to perform said duties at an hourly stipend of \$ _____.

BOE REORG #2
District Treasurer

RESOLUTION:

BE IT RESOLVED, that the Board of Education appoints **Winsome Ware** as District Treasurer, subject to determination of benefits that will be outlined in a 2018-2019 Terms and Conditions Work Agreement between the Board of Education and the District Treasurer.

BOE REORG #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 2018-2019 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 6-0-0

BOE REORG #2B
Preparation of 2017-2018
Financial Audit Statements

RESOLUTION:

BE IT RESOLVED, that the Board of Education of the Wyandanch Union Free School District authorizes Winsome Ware to close the 2017-2018 fiscal year and assist with the audit and preparation of the District’s financial statements, and receive compensation in the amount of \$12,500 for such services paid from July 1, 2018 – June 30, 2019. Such services shall not interfere with her typical work duties for the District.

BOE REORG #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, 2018 through June 30, 2019.

BOE REORG #4
District Internal Auditing
Service

BE IT RESOLVED, that the Board of Education hereby authorizes the retention of the accounting firm of **Nawrocki Smith** 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, 2018 through June 30, 2019.

BOE REORG #5
District Claims Auditor

BE IT RESOLVED, that the Board of Education appoints **Lisa Coalmon** as District Claims Auditor, subject to determination of benefits that will be outlined in a 2018-2019 Terms and Conditions Work Agreement between the Board of Education and the District Claims Auditor.

BOE REORG #6
Census Enumerator

RESOLUTION:

BE IT RESOLVED, that the Board of Education appoints _____ as District Census Enumerator, with benefits as outlined in the 2018-2019 Terms and Conditions Employment Agreement between the Board of Education and the District Census Enumerator and authorizes the President of the Board of Education to execute said Agreement with _____ on behalf of the Board of Education.

**BOE REORG #7
District Physician
WITHDRAWN**

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, 2018 through June 30, 2019. The fee for services shall be \$ 40 per physical.

**Motion by Baker, second by Allen for a 30-day extension of appointment, with the same terms and conditions as currently held, until the Board reconvenes to finalize the agreements for those appointments. This applies to BOE Reorg Resolutions #8, #9 and #11
Motion carried 6-0-0**

**BOE REORG #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, 2018 through June 30, 2019, subject to a mutually agreeable contract.

**BOE REORG #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, 2018 through June 30, 2019, subject to a mutually agreeable contract.

**BOE REORG #10
External Auditor**

RESOLUTION:

BE IT RESOLVED, that the Board of Education appoints R.S. Abrams as District External Auditor for the Wyandanch Union Free School District for the period July 1, 2018 through June 30, 2019, subject to a mutually agreeable contract, and review and approval by District counsel.

Motion by Baker, second by Allen

Motion carried 6-0-0

**BOE REORG #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 2018-2019 school year with a \$ 5,000.00 stipend.

RESOLUTION:

RESOLVED, that the following persons shall be appointed as Inspectors to the Board of Registration (Voter Registration, Annual Budget/Trustee Vote) for the 2018-2019 school year.

- Juanita Jones, Chief Inspector
- Patti Bullard, Poll Inspector
- Florence Collins, Poll Inspector
- Virginia Dawson-Taylor, Poll Inspector
- LeVan Jackson, Poll Inspector
- Martin Jackson, Poll Inspector
- Carrie King, Poll Inspector
- Brenda Moore, Poll Inspector
- Edna Perkins, Poll Inspector
- Deborah Richberg, Poll Inspector
- Leah Richberg, Poll Inspector
- Eileen Watson, Poll Inspector
- Stephanie Williams, Poll Inspector

BE IT FURTHER RESOLVED, that the appointed inspectors be compensated at an hourly rate of **\$15.00** and that of the Chief Inspector be compensated at an hourly rate of **\$20.00**.

Motion by Allen, second by Robinson **Motion carried 5-0-1**
Robinson Abstained

BOE REORG #13
Purchasing Agent

RESOLUTION:

BE IT RESOLVED, the Board of Education hereby appoints the **School Business Official Idowu K. Ogundipe** 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 2018-2019 school year.

Motion by Robinson, second by Allen **Motion carried 6-0-0**

BOE REORG #14
Public Relations

BE IT RESOLVED, that the Board of Education extends its agreement for 60 days with the firm of **Nadar Media Solutions, Inc.** to the position of District Public Relations firm for the Wyandanch Union Free School District to serve at the pleasure of the Board at the same terms and conditions currently held.

Motion by Allen, second by Robinson **Motion carried 6-0-0**

BOE REORG #15
Asbestos Designee

RESOLUTION:

BE IT RESOLVED, that the Board of Education appoints **Montgomery Granger** as the Asbestos Designee for the Wyandanch Union Free School District for the 2018-2019 school year, pursuant to 40 CFR 763.84, and

BE IT FURTHER RESOLVED, that the Board of Education authorizes **Montgomery Granger** 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

Motion carried 6-0-0

Motion by Baker, second by Robinson to BLOCK VOTE Board of Education Reorg Resolutions #16-#23 and #25-#29

Motion carried 6-0-0

Motion by Robinson, second by Allen to BLOCK VOTE Board of Education Reorg Resolutions #16-#23 and #25-#29

Motion carried 6-0-0

BOE REORG #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, 2018 through June 30, 2019, with all deposits in excess of the FDIC coverage limitation to be collateralized by U.S. Government backed securities.

BOE REORG #17
Schedule/Activities Calendar

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 2018-2019 school year, and

BE IT FURTHER RESOLVED, that the Board of Education adopt the aforementioned schedule and calendar for the 2018-2019 school year.

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

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

WYANDANCH UNION FREE SCHOOL DISTRICT
TENTATIVE BOARD MEETING DATES
JULY 1, 2018 – JUNE 30, 2019

JULY 2018

FRIDAY, JULY 13, 2018
FRIDAY, JULY 13, 2018

REORGANIZATION MEETING
COMBINED WORK/VOTING SESSION

AUGUST 2018

WEDNESDAY, AUGUST 8, 2018
WEDNESDAY, AUGUST 15, 2018

WORK SESSION
VOTING SESSION

SEPTEMBER 2018

WEDNESDAY, SEPTEMBER 13, 2018
WEDNESDAY, SEPTEMBER 20, 2018

WORK SESSION
VOTING SESSION

OCTOBER 2018

WEDNESDAY, OCTOBER 10, 2018
WEDNESDAY, OCTOBER 17, 2018

WORK SESSION
VOTING SESSION

NOVEMBER 2018

WEDNESDAY, NOVEMBER 14, 2018	COMBINED WORK/VOTING SESSION
DECEMBER 2018	
WEDNESDAY, DECEMBER 12, 2018	COMBINED WORK/VOTING SESSION
JANUARY 2019	
WEDNESDAY, JANUARY 9, 2019	WORK SESSION
WEDNESDAY, JANUARY 16, 2019	VOTING SESSION
FEBRUARY 2019	
WEDNESDAY, FEBRUARY 13, 2019	COMBINED WORK/VOTING SESSION
MARCH 2019	
WEDNESDAY, MARCH 13, 2019	WORK SESSION
WEDNESDAY, MARCH 20, 2019	VOTING SESSION
APRIL 2019	
WEDNESDAY, APRIL 10, 2019	COMBINED WORK/VOTING SESSION
TUESDAY, APRIL 30, 2019	ANNUAL BOCES VOTE
MAY 2019	
WEDNESDAY, MAY 8, 2019	WORK SESSION
TUESDAY, MAY 21, 2019	BUDGET VOTE / TRUSTEE ELECTION
WEDNESDAY, MAY 22, 2019	VOTING SESSION
JUNE 2019	
WEDNESDAY, JUNE 12, 2019	WORK SESSION
WEDNESDAY, JUNE 19, 2019	VOTING SESSION

BOE REORG #18
Standing Committees
REVISED

RESOLUTION:

BE IT RESOLVED, that the Board authorizes the use of the below named standing committees for the 2018-2019 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**
- 11. Alumni Committee**

BOE REORG #19
Official Newspapers

RESOLUTION:

BE IT RESOLVED, that the Board of Education designates the following Newspaper as the official District newspaper effective July 1, 2018 through June 30, 2019:

Newsday

BOE REORG #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 2018-2019 school year:

School Business Official
Superintendent

BOE REORG #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 2018-2019 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. Perkins Consulting Group
- J. Any other conference Board members desire to attend must receive approval from the Board of Education prior to Board members enrolling and/or attending.

BOE REORG #22
Conferences/Workshops Superintendent

RESOLUTION:

RESOLVED, that the Superintendent and or staff may attend conferences/workshops conducted by the following organizations during the 2018-2019 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. Board of Education Retreats**
- E. National School Boards CUBE Affiliate Conference**
- 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 REORG #23
Petty Cash

RESOLUTION:

BE IT RESOLVED, that the district wide petty cash fund be established at One Hundred Dollars (\$100.00) for the 2018-2019 school year; and

BE IT RESOLVED, that the district’s School Business Official **Idowu K. Ogundipe** 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.

BOE REORG #24
Signatories on Checks

RESOLUTION:

BE IT RESOLVED, that the following persons be authorized signatories on checks for the 2018-2019 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 2018-2019 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 2018-2019 school year.

Motion by Baker, second by Holliday

Motion carried 6-0-0

BOE REORG #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 2018-2019 school year.

**BOE REORG #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 REORG #27
Mileage Reimbursement Rate**

RESOLUTION:

BE IT RESOLVED, that the mileage compensation rate for use of personal **vehicles** in the conduct of District business be approved at 54.5 cents per mile for the 2018-2019 school year. **This resolution applies to individuals whose mileage reimbursement rate is not covered by a collective bargaining agreement or employment contract.**

**BOE REORG #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 REORG #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 2018-2019**.

**ADJOURNMENT
Motion carried 6-0-0**

Motion by Allen, second by Holliday to adjourn at 8:55 PM

**Minutes Recorded and Transcribed
By District Clerk**

**Date of Meeting: JULY 13, 2018
2018 REORGANIZATION
MEETING**


Stephanie Howard