

**WYANDANCH UNION FREE SCHOOL DISTRICT  
BOARD OF EDUCATION MINUTES OF  
2020 REORGANIZATION MEETING  
HELD ON JULY 8, 2020  
CENTRAL ADMINISTRATION BUILDING  
1445 DR. MARTIN LUTHER KING, JR. BOULEVARD  
WYANDANCH, NEW YORK 11798**

**THIS MEETING WAS HELD IN DISTRICT, OBSERVING SOCIAL DISTANCING, AND ALSO ACCESSIBLE VIA LIVESTREAM ON ZOOM AND FACEBOOK LIVE.**

The meeting was called to order by District Clerk Stephanie Howard at 5:40 PM.

**Roll Call:** Performed by Stephanie Howard

**Trustees Present:** Shirley Baker, James Crawford, Ronald Fenwick, Charlie Reed, Yvonne Robinson, Jarod Morris, Latesha Walker

**Others Present:** Dr. Gina Talbert, Kester Hodge, Carl Baldini, Dan Somaiah, Christine Jordan, Lisa Hutchinson, Esq., Monte Chandler, Esq., Torrey Chin, Esq., Stephanie Howard, Winsome Ware, Principals, Administrators and Community

**EXECUTIVE SESSION**

**Motion by Walker, second by Robinson to go into Executive Session at 5:45 PM to discuss matters pertaining to the employment of particular persons** Motion carried 7-0-0

**RECONVENE**

**Motion by Reed, second by Robinson to reconvene at 7:52** Motion carried 7-0-0

**ELECTION OF PRESIDENT**

Stephanie Howard asked if there were nominations for President.

Trustee Fenwick nominated Trustee James Crawford for President.

There were no other nominations.

**Motion by Morris, second by Walker to elect Trustee Crawford as President.**  
Motion carried 7-0-0

The Oath of Office was administered to President Crawford by Lisa Hutchinson, which was followed by applause.

President Crawford assumed the chair of the meeting.

**ELECTION OF VICE PRESIDENT**

President Crawford asked for nominations for Vice President.

Trustee Morris nominated Trustee Latesha Walker.

There were no other nominations.

**Motion by Fenwick, second by Morris to elect Trustee Walker as Vice President.**  
Motion carried 7-0-0

The Oath of Office was administered to Vice President Walker by Lisa Hutchinson, which was followed by applause.

**OATH OF OFFICE FOR  
TRUSTEES ELECT**

**President Crawford acknowledged that Trustee Morris and Trustee Walker had already been administered the oath of office prior to the day of the meeting by the District Clerk, and stated that the oath of office would do so again publicly.**

**Lisa Hutchinson, Legal Counsel, administered the Oath of Office to Trustee Jarod Morris and Trustee Latesha Walker, followed by applause.**

**OATH OF OFFICE FOR  
SUPERINTENDENT**

**Lisa Hutchinson, Legal Counsel, administered the Oath of Office to Dr. Gina Talbert as Superintendent, followed by applause.**

**REORGANIZATION  
RESOLUTIONS**

**BOE REORG #1  
District Clerk/  
Board Secretary/  
Records Access Management**

**RESOLUTION:**

**BE IT RESOLVED**, that the Board of Education appoints **Stephanie Howard** as District Clerk, with benefits as outlined in the 2020-2021 Terms and Conditions Employment Agreement between the Board of Education and the District Clerk and authorizes the President of the Board of Education to execute said Agreement with **Stephanie Howard** on behalf of the Board of Education.

**Motion by Robinson, second by Walker**

**Motion carried 7-0-0**

**OATH OF OFFICE FOR  
DISTRICT CLERK**

**Lisa Hutchinson, Legal Counsel, administered the Oath of Office to Stephanie Howard as District Clerk, followed by applause.**

**BOE REORG #1A  
District Clerk Pro Tem  
TABLED**

**RESOLUTION:**

**RESOLVED**, that the Board of Education of the Wyandanch Union Free School District appoints \_\_\_\_\_ as District Clerk Pro Tem for the 2020-2021 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, with benefits as outlined in the 2020-2021 Terms and Conditions Employment Agreement between the Board of Education and the District Treasurer and authorizes the President of the Board of Education to execute said Agreement with **Winsome Ware** on behalf of the Board of Education.

**Motion by Baker, second by Fenwick**

**Motion carried 7-0-0**

**OATH OF OFFICE FOR  
DISTRICT TREASURER**

**Lisa Hutchinson, Legal Counsel, administered the Oath of Office to Winsome Ware as District Treasurer, followed by applause.**

**BOE REORG #2A  
Deputy District Treasurer**

**RESOLUTION:**

**BE IT RESOLVED**, that the Board of Education appoints **Yvonne Robinson** as Deputy District Treasurer in the absence of the District Treasurer for the 2020-2021 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 Baker, second by Reed**

**Motion carried 7-0-0**

**OATH OF OFFICE FOR  
DEPUTY DISTRICT  
TREASURER**

**Lisa Hutchinson, Legal Counsel, administered the Oath of Office to Trustee Yvonne Robinson as Deputy District Treasurer, followed by applause.**

**Trustee Baker stepped out of the meeting at 8:00 PM.**

**BOE REORG #2B  
Preparation of 2018-2019  
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 2019-2020 fiscal year and assist with the audit and preparation of the District’s financial statements, and receive compensation in the amount of **\$12,500.00** for such services paid from July 1, 2020 – June 30, 2021. Such services shall not interfere with her typical work duties for the District.

**Motion by Fenwick, second by Robinson**

**Motion carried 6-0-0**

**Trustee Baker returned to the meeting at 8:05 PM.**

**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, 2020 through June 30, 2021.

**Motion by Robinson, second by Reed**

**Motion carried 7-0-0**

**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, 2020 through June 30, 2021.

**Motion by Robinson, second by Fenwick**

**Motion carried 7-0-0**

**BOE REORG #5  
District Claims Auditor**

**BE IT RESOLVED**, that the Board of Education appoints **John Dennehy, CPA, PC** as District Claims Auditor, for the period of July 1, 2020 – June 30, 2020 as outlined in the Consultant Agreement between the Board of Education and the District Claims Auditor and authorizes the President of the Board of Education to execute said Agreement with **John Dennehy, CPA, PC** on behalf of the Board of Education.

**Motion by Robinson, second by Baker**

**Motion carried 7-0-0**

**BOE REORG #6  
Census Enumerator  
WITHDRAWN**

**RESOLUTION:**

**BE IT RESOLVED**, that the Board of Education appoints \_\_\_\_\_ as District Census Enumerator, with benefits as outlined in the 2020-2021 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**

**RESOLUTION:**

**BE IT RESOLVED**, that the Board of Education appoints **Jason Hitner, MD** as District Physician for the Wyandanch Union Free School District to serve at the pleasure of the Board effective July 1, 2020 through June 30, 2021, subject to counsel’s review. The annual fee for services shall be **\$ 40,000.00**.

**Motion by Reed, second by Walker**

**Motion carried 7-0-0**

**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, 2020 through June 30, 2021, subject to a mutually agreeable contract.

**Motion by Reed, second by Walker**

**Motion carried 7-0-0**

**BOE REORG #9  
Labor Counsel**

**RESOLUTION:**

**BE IT RESOLVED**, that the Board of Education appoints **The Chandler Law Firm, PLLC** as District Labor Counsel for the Wyandanch Union Free School District to serve at the pleasure of the Board effective July 1, 2020 through June 30, 2021, subject to a mutually agreeable contract.

**Motion by Baker, second by Morris**

**Motion carried 7-0-0**

**BOE REORG #10  
External Auditor**

**RESOLUTION:**

**BE IT RESOLVED**, that the Board of Education appoints **R.S. Abrams & Co., LLP** as District External Auditor for the Wyandanch Union Free School District for the period July 1, 2020 through November 1, 2021, subject to a mutually agreeable contract, and review and approval by District counsel.

**Motion by Baker, second by Robinson**

**Motion carried 7-0-0**

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

**RESOLUTION:**

**BE IT RESOLVED**, that the Board of Education appoints \_\_\_\_\_ as  
Records Management Officer / Access Officer for the Wyandanch Union Free School District to serve  
at the pleasure of the Board for the 2020-2021 school year with a \$ \_\_\_\_\_ stipend.

**BOE REORG #12  
Board of Registration Inspectors  
TABLED**

**RESOLUTION:**

**RESOLVED**, that the following persons shall be appointed as Inspectors to the Board of Registration  
(Voter Registration, Annual Budget/Trustee Vote) for the 2020-2021 school year.

- Sheila Chandler, 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
- 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 to Table by Robinson, second by Walker** **Motion carried 7-0-0**

**BOE REORG #13  
Purchasing Agent**

**RESOLUTION:**

**BE IT RESOLVED**, the Board of Education hereby appoints the **School Business Official  
Dan Somaiah** to act as Purchasing Agent, and in their absence, the **Superintendent of Schools  
Dr. Gina Talbert**, pursuant to Commissioner’s Regulations 170.2, to serve at the pleasure of the  
Board for the 2020-2021 school year.

**Motion by Robinson, second by Morris** **Motion carried 7-0-0**

**BOE REORG #14  
Asbestos Designee**

**RESOLUTION:**

**BE IT RESOLVED**, that the Board of Education appoints Monty Granger as the Asbestos Designee  
for the Wyandanch Union Free School District for the 2020-2021 school year, pursuant to 40 CFR  
763.84, and

**BE IT FURTHER RESOLVED**, that the Board of Education authorizes Monty 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 Reed, second by Fenwick** **Motion carried 7-0-0**

**BOE REORG #15**  
**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, 2020 through June 30, 2021, with all deposits in excess of the FDIC coverage limitation to be collateralized by U.S. Government backed securities.

**Motion by Reed, second by Fenwick**

**Motion carried 7-0-0**

**BOE REORG #16**  
**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 2020-2021 school year, and

**BE IT FURTHER RESOLVED**, that the Board of Education adopt the aforementioned schedule and calendar for the 2020-2021 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, 2020 – JUNE 30, 2021**

**JULY 2020**

WEDNESDAY, JULY 8, 2020	REORGANIZATION MEETING
WEDNESDAY, JULY 8, 2020	WORK SESSION
WEDNESDAY, JULY 15, 2020	VOTING SESSION

**AUGUST 2020**

WEDNESDAY, AUGUST 12, 2020	WORK SESSION
WEDNESDAY, AUGUST 19, 2020	VOTING SESSION

**SEPTEMBER 2020**

WEDNESDAY, SEPTEMBER 9, 2020	WORK SESSION
WEDNESDAY, SEPTEMBER 16, 2020	VOTING SESSION

**OCTOBER 2020**

WEDNESDAY, OCTOBER 14, 2020	WORK SESSION
WEDNESDAY, OCTOBER 21, 2020	VOTING SESSION

**NOVEMBER 2020**

WEDNESDAY, NOVEMBER 11, 2020	WORK SESSION
WEDNESDAY, NOVEMBER 18, 2020	VOTING SESSION

**DECEMBER 2020**

WEDNESDAY, DECEMBER 9, 2020	WORK SESSION
WEDNESDAY, DECEMBER 16, 2020	VOTING SESSION

**JANUARY 2021**

WEDNESDAY, JANUARY 13, 2021	WORK SESSION
WEDNESDAY, JANUARY 20, 2021	VOTING SESSION

**FEBRUARY 2021**

WEDNESDAY, FEBRUARY 10, 2021                      COMBINED WORK/VOTING SESSION

**MARCH 2021**

WEDNESDAY, MARCH 10, 2021                      WORK SESSION  
WEDNESDAY, MARCH 17, 2021                      VOTING SESSION

**APRIL 2021**

WEDNESDAY, APRIL 14, 2021                      WORK SESSION  
WEDNESDAY, APRIL 21, 2021                      VOTING SESSION  
TUESDAY, APRIL 27, 2021                      ANNUAL BOCES VOTE

**MAY 2021**

WEDNESDAY, MAY 12, 2021                      WORK SESSION  
TUESDAY, MAY 18, 2021                      BUDGET VOTE / TRUSTEE ELECTION  
WEDNESDAY, MAY 19, 2021                      VOTING SESSION

**JUNE 2021**

WEDNESDAY, JUNE 9, 2021                      WORK SESSION  
WEDNESDAY, JUNE 16, 2021                      VOTING SESSION

**Motion by Robinson, second by Fenwick                      Motion carried 7-0-0**

**BOE REORG #17  
Standing Committees**

**RESOLUTION:**

**BE IT RESOLVED**, that the Board authorizes the use of the below named standing committees for the 2020-2021 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**

**Committee Chairs to be submitted at a later date.**

**Motion by Baker, second by Robinson                      Motion carried 7-0-0**

**BOE REORG #18  
Official Newspapers  
AMENDED**

**RESOLUTION:**

**BE IT RESOLVED**, that the Board of Education designates the following Newspaper as the official District newspaper effective July 1, 2020 through June 30, 2021:

**Newsday  
La Noticia**

**Motion by Baker, second by Robinson**

**Motion carried 7-0-0**

**BOE REORG #19  
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 2020-2021 school year:

**School Business Official  
Superintendent**

**Motion by Robinson, second by Fenwick**

**Motion carried 7-0-0**

**BOE REORG #20  
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 2020-2021 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.

**Motion by Baker, second by Robinson**

**Motion carried 7-0-0**

**BOE REORG #21  
Conferences/Workshops  
Superintendent**

**RESOLUTION:**

**RESOLVED**, that the Superintendent and or staff may attend conferences/workshops conducted by the following organizations during the 2020-2021 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.

**Motion by Baker, second by Robinson**

**Motion carried 7-0-0**

**BOE REORG #22  
Petty Cash**

**RESOLUTION:**

**BE IT RESOLVED**, that the district wide petty cash fund be established at One Hundred Dollars (\$100.00) for the 2020-2021 school year; and

**BE IT RESOLVED**, that the district's School Business Official **Dan Somaiah** 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. Gina Talbert** shall be so designated.

**Motion by Robinson, second by Fenwick**

**Motion carried 7-0-0**

**BOE REORG #23  
Signatories on Checks**

**RESOLUTION:**

**BE IT RESOLVED**, that the following persons be authorized signatories on checks for the **2020-2021** school year.

**District Treasurer  
Deputy District Treasurer  
(in the absence of District Treasurer)**

**BE IT FURTHER RESOLVED**, that the Board of Education authorizes the following trustee(s) as additional signatory(ies) on checks for the **2020-2021** school year.

**Board President  
Board Vice President**

**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 **2020-2021** school year.

**Motion by Reed, second by Robinson**

**Motion carried 7-0-0**

**BOE REORG #24  
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 2020-2021 school year.

**Motion by Reed, second by Robinson**

**Motion carried 7-0-0**

**BOE REORG #25  
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 Depositary Trust for the purpose of repayment of TANS & RANS.

**Motion by Reed, second by Fenwick**

**Motion carried 7-0-0**

**BOE REORG #26  
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 **57.5** cents per mile for the 2020-2021 school year. **This resolution applies to individuals whose mileage reimbursement rate is not covered by a collective bargaining agreement or employment contract.**

**Motion by Robinson, second by Reed**

**Motion carried 7-0-0**

**BOE REORG #27  
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.

**Motion by Baker, second by Robinson**

**Motion carried 7-0-0**

**BOE REORG #28  
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 2020-2021**.

**Motion by Fenwick, second by Robinson**

**Motion carried 7-0-0**

**BOE REORG #29  
Renew Membership with  
NYS Caucus of Black  
School Board Members**

**RESOLUTION:**

**BE IT RESOLVED**, that the Board of Education hereby renews membership with the New York State Caucus of Black School Board Members **for the 2020-2021 year**.

**Motion by Robinson, second by Reed**

**Motion carried 7-0-0**

**ADJOURNMENT**

**Motion by Reed, second by Fenwick to adjourn at 8:40 PM**

**Motion carried 7-0-0**

**Minutes Recorded and Transcribed  
By District Clerk**

**Date of Meeting: JULY 8, 2020  
2020 REORGANIZATION  
MEETING**



**Stephanie Howard**