

**OFFICE OF THE SUPERINTENDENT  
LINDENHURST PUBLIC SCHOOLS  
LINDENHURST, NEW YORK**

**TO:** Principals, Coordinators, Guidance Counselors, TAL, LASA, CSEA,  
Nurses, Aides, and Head Custodians

**FROM:** Richard Nathan

**DATE:** July 08, 2010

**RE:** Annual Organizational Meeting

The following actions were taken by the Board of Education at its annual Organizational Meeting held on July 06, 2010. Please inform the appropriate staff members in your building of the actions which pertain to them.

1. Robert Cohen, Esq. of Lamb & Barnosky, LLP administered the Oath of Office to re-elected Board Members, Raymond Doran, Edward A. Langone and Robert R. Vitiello and to Superintendent of Schools, Richard Nathan.
2. Edward J. Murphy Jr. was elected President of the Board of Education and Donna Hochman was elected Vice-president for the 2010-2011 school year.
3. Rosalia Seiter was appointed District Treasurer for the 2010-2011 school year.
4. Mary Lou Gates was appointed District Clerk for the 2010-2011 at an annual stipend of \$4,500.00.
5. Designated Banks and/or Trust Companies to be used as the official depositories for funds during the 2010-2011 school year.
6. During the 2010-2011 school year the regular Business Meetings of the Lindenhurst Board of Education will be held, whenever possible, on the first Wednesday of the month at 7:00 p.m. in the All-Purpose Room of the Margaret A. McKenna Administration Building; Board of Education Workshops, when necessary, will be held on the second Wednesday of the month at 7:00 p.m. in the Board Room of the Margaret A. McKenna Administration Building; and the Community Forums will be held on the third Wednesday of the month, when scheduled, and will be held in the various school buildings of the district.
7. Newsday was designated as the primary school district newspaper and (South Bay's) Neighbor Newspaper designated as the secondary newspaper for the 2010-2011 school year.
8. The firm of Lamb & Barnosky, LLP was appointed to serve as School Attorney for the 2010-2011 school year at an annual fee of \$47,500.00; the hourly rate will be capped at \$230 for partners and associates.

9. The firm of Guercio & Guercio, LLP was appointed to serve as Chief Labor Counsel for the period from July 1, 2010 through June 30, 2013 at an annual fee of \$40,000.00; the hourly rate will be capped at \$225.00 per hour.
10. The firm of Hawkins, Delafield & Wood was appointed to serve as Bond Counsel for the 2010-2011 school year for Tax Anticipatory Notes and Serial Bonds. (Fees listed in engagement letter of June 25, 2009)
11. Mary Lou Gates was appointed to serve as School Board Secretary during the 2010-2011 school year at a stipend of \$200.00 per meeting.
12. The following physicians have been appointed to the health staff of the district for the 2010-2011 school year at the annual rate and assigned schools listed.

	<u>Annual Rate</u>	<u>Schools Assigned</u>
Dr. Eugene Gerardi	\$20,995	<u>Middle School:</u> 7 <sup>th</sup> Grade and Special Education students <u>Elementary:</u> Albany, Alleghany, Bower, Daniel, Harding, Rall, West Gates; Kindergarten, 1 <sup>st</sup> , and 3 <sup>rd</sup> grades and Special Education students. All staff physicals of a routine nature, and for asbestos mandate. Serve as a member of and attend meetings of the Committee on Special Education. Athletic physical examinations. Summer immunizations.
Dr. Gregory Puglisi	\$ 5,310	<u>Senior High School:</u> 10 <sup>th</sup> Grade Special Education students and all working paper physicals for Lindenhurst residents.
Dr. Carl Soranno	\$ 1,795	<u>Our Lady of Perpetual Help School:</u> Kindergarten, 1 <sup>st</sup> , 3 <sup>rd</sup> and 7 <sup>th</sup> grades

13. Dr. Leonard Berkowitz, 764 N. Wellwood Avenue, Lindenhurst, New York 11757, was appointed to serve as School Dentist of the district during the 2010-2010 school year.
14. Approved all persons who appear on the NYS Education Department list of Impartial Hearing Officers for the 2010-2011 school year.
15. Elaine Caridi and Colleen Mott were appointed as surrogate parents for handicapped children, whenever required, for the 2010-2011 school year. This is in compliance with Commissioner's Regulations Part 200.5 (e) (1). A surrogate parent means a person appointed to act in place of parents or guardians when a child's parents or guardians are not known, or unavailable, or the child is a ward of the State.

16. Appointed a Committee on Special Education (CSE) in accordance with Commissioner’s Regulations Part 200, and a Secondary Sub-Committee in accordance with the provisions of Education Law, Section 4402. The following people and positions listed were approved for the 2010-2011 school year:

Committee on Special Education

Chairpersons:	Assistant to the Superintendent for Special Ed & PPS Linda Kaye Raymond Boffardi Fran Casale Dr. Jennifer Cracco Chris DelGaudio Leslie Rios Victoria Comerford	Dr. Susan Kaufman Victoria Keyes Dr. Joel Levine Kathleen Loehr Roni Loud Danielle Grandin MS Special Ed. Chairperson
School Psychologists:	Raymond Boffardi Fran Casale Dr. Jennifer Cracco Chris DelGaudio Victoria Comerford Leslie Rios	Victoria Keyes Dr. Joel Levine Kathleen Loehr Roni Loud Dr. Susan Kaufman
A parent of a child with a disability:	10 Parents Listed	
Physician:	Dr. Eugene Gerardi	
All special education and general education teachers		

17. Appointed a Committee on Preschool Special Education (CPSE) in accordance with Chapter 243 of the Laws of 1989 (Section 4410 of the Education Laws) and Part 200 of the Regulations of the Commissioner. The following people and positions were approved for the 2010-2011 school year:

An appropriate professional employed by the district:	Linda Kaye
Alternate:	Assistant to the Superintendent for Special Ed. & PPS Dr. Susan Kaufman
A parent of a child with a disability:	6 Parents Listed
A professional who participated in an evaluation of the child: Preschool	Per list of approved Preschool programs and approved pending programs.
A certified or licensed professional to the CPSE as appointed by Suffolk County:	George Heintz or his designee

A certified or licensed professional  
by the agency charged with the  
responsibility for the child in the  
birth-to-two system:

Agency designee

18. Assistant to the Superintendent for Special Education and Pupil Personnel Services was appointed Section 504 Compliance Officer for the 2010-2011 school year.
19. Cheryl A. Clifton, Coordinator of Health and Physical Education was appointed Title IX Compliance Officer for the 2010-2011 school year.
20. Each building principal was appointed Treasurer for Extra-Curricular Activity funds during the 2010-2011 school year.
21. Assistant to the Superintendent for Special Education and Pupil Personnel Services was appointed Attendance Officer for the 2010-2011 school year.
22. District Clerk Mary Lou Gates was appointed District Records Access Officer for the 2010-2011 school year.
23. Jacqueline A. Scrio, Assistant Superintendent for Business was appointed District Records Management Officer for the 2010-2011 school year.
24. Integra Consulting and Computer Services, Inc. to provide e-rate processing service for the 2010-2011 school year at a flat rate of \$7,500.00
25. Richard Nathan, Superintendent of Schools, was appointed District Records Appeals Officer for the 2010-2011 school year.
26. The Assistant Business Administrator was appointed Student Residency Officer for the purpose of rendering student residency determinations for the 2010-2011 school year.
27. Capital Markets Advisors, LLC to provide financial advisory services for the 2010-2011 school year.
28. Emkay Consulting, LLC was appointed Claims Auditor for the 2010-2011 school year at an annual fee of \$19,500.00.
29. Nawrocki Smith LLP was appointed External Auditor for the 2010-2011 school year at an annual fee of \$47,500.00.
30. Cullen & Danowski, LLP was appointed Internal Auditor for the 2010-2011 school year at an annual fee of \$15,500.00.
31. Suzanne Hand Associates will continue to provide transcribing services (Hearings) for the District during the 2010-2011 school year.
32. Louise Santino was appointed Facilities Scheduler for the 2010-11 school year for a stipend of \$3,000.00.

33. John A. Grillo Architect PC was appointed to serve as District Architect in connection with capital projects on an as-needed basis.
34. The Omni Group was appointed Third Party Administrator for 403(b) Retirement Plan for the 2010-2011 school year.
35. The following individual Service Contracts were approved for the 2010-2011 school year:
- |                             |                                  |     |             |
|-----------------------------|----------------------------------|-----|-------------|
| MacroDigital Tech. Corp.    | Security System Maintenance      | Fee | \$ 8,000.00 |
| AssetWorks, Inc.            | Maint. of Database for Inventory | Fee | \$ 1,300.00 |
| School Aid Specialists, LLC | State Aid Consulting             | Fee | \$18,540.00 |
36. Martin DelGatto was appointed Accounting Consultant for the 2010-2011 school year for a stipend of \$5,000.00.
37. PMA Management Corp. to serve as the district's Worker's Compensation Administrator for the 2010-2011 school year.
38. Agreement with Educational Data Services, Inc. for district participation in the NY Cooperative Bidding Program for consumable school supplies. The licensing and maintenance fee for the 2010-2011 school year is \$18,900.00.
39. Investigative Professionals Inc. to provide security services to the District for the 2010-2011 school year.
40. Susan Merims, Food Service Consultant to provide technical and other assistance for the 2010-2011 school year.
41. Richard Nathan, Chief School Officer, was authorized to certify payrolls of the district for the 2010-2011 school year.
42. Judith Calderale was authorized to act as the School Purchasing Agent for the 2010-2011 school year at an annual stipend of \$4,500.00 and the Assistant Business Administrator to act as Deputy Purchasing Agent for the 2010-11 school year.
43. Richard Nathan, Superintendent of Schools or his designee, was authorized to approve all conferences, workshops, etc. requests for school district staff members for the 2010-2011 school year.
44. The Administration was authorized to establish petty cash funds for the 2010-2011 school year as follows:
- |   |               |
|---|---------------|
| Superintendent  | \$ 100.00     |
| Senior High School and Middle School Principals   | \$ 100.00 ea. |
| Principals: Albany Avenue, Alleghany Avenue, Edward W. Bower<br>Daniel Street, Harding Avenue, William Rall and West Gates Avenue | \$ 75.00 ea.  |
| Plant Facilities Administrator  | \$ 75.00      |

45. Rosalia Seiter, Treasurer was authorized to sign bank checks for the 2010-2011 school year, and that Jacqueline A. Scio, Assist. Superintendent for Business and Richard Nathan, Superintendent of Schools, were authorized to sign checks in the absence of Ms. Seiter.
46. Richard Nathan, Chief School Officer, was authorized to approve budget transfers up to a maximum of \$5,000 during the 2010-2011 school year.
47. The Babylon Town Tax Receiver and the Babylon Town Supervisor were authorized to place the Lindenhurst School District tax monies into interest bearing accounts until such funds are payable to the local school district with the accrued interest on school tax funds thereon being paid to the Lindenhurst School District.
48. The Assistant Superintendent for Business was authorized to invest District funds for the 2010-2011 school year in accordance with the applicable state laws – Education Law 1723 (a).
49. The Board of Education Vice-President is authorized to exercise the duties of the President in the event of absence or disability of the President of the Board of Education.
50. Readopted all of the policies in the District Policy Manual, including the Code of Ethics, for the 2010-2011 school year.
51. Established the mileage rate for reimbursement to school district employees for mileage used while conducting school business at the IRS rate for the 2010-2011 school year.
52. Established the per diem meal allowance for the District in accordance with Chapter 31 of the Laws of 1991 as follows:
  - Maximum cost of \$62.50 per day, or reimbursement of actual costs if less.
  - Allowance for each meal: Dinner \$35.00 - Lunch \$17.50 - Breakfast \$10.00.
53. Approved the conducting of a regular business meeting at the conclusion of the annual organizational meeting.
54. Resolved to appoint a Voting Delegate and Alternate to represent the Board of Education at the York State School Boards Association's annual meeting in NYC, New York. (October 21 through October 24, 2010)
55. Adopted the days of religious observance recognized by the Commissioner of Education for the 2010-2011 school year and to empower the administration to utilize the attendance correction technique on such of the days as may actually benefit the district.
56. The Lindenhurst Board of Education desires to obtain financial accommodations from Chase Bank U.S.A. N.A. As the District intends to authorize its employees and agents Chase credit cards in connection with District business on behalf of the District, it has agreed to the bank's requirement to obligate itself for the prompt payment of credit extended pursuant to the use of such Cards, including credit extended pursuant to the use of a Card for either purchases or cash advance transactions, whether such use or indebtedness was authorized or unauthorized by the District. (The Treasurer of the District and the Assistant Superintendent for Business are authorized, in the name of the district, to execute a Business Card Agreement.)

57. The District has recognized in Board of Education Policy No. 8334 that specific district employees will be issued a District credit card to assist with their job responsibilities. Job titles that are issued a District credit card will be determined by the Superintendent and reported to the Board of Education. Credit cards currently assigned are as follows:

Richard Nathan	Chase Credit Card
Buildings & Grounds (27)	Fleet One Credit Card (one for ea. district vehicle)

58. Adopted the Building Use Fee Schedule for the 2010-2011 school year.

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**TO:** Principals, Coordinators, Guidance Counselors, TAL, LASA, CSEA,  
Nurses, Aides, and Head Custodians

**FROM:** Richard Nathan

**DATE:** July 08, 2010

**RE:** Business Meeting

The following actions were taken by the Board of Education at its Business held on July 06, 2010. Please inform the appropriate staff members in your building of the actions which pertain to them.

1. All schedules were approved as presented with the exception of Schedule A-3 No. 1 and Schedule A-3 No. 2 which were amended.

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