BOARD OF EDUCATION
PORT WASHINGTON UNION FREE SCHOOL DISTRICT

REORGANIZATIONAL MEETING
PAUL D. SCHREIBER HIGH SCHOOL

AUDITORIUM

July 3, 2012 - 7:30 P.M.

AGENDA

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July 3, 2012 - 7:30 P.M.

AGENDA

Salute to the American Flag

REORGANIZATIONAL MEETING

1. Call to Order by the Superintendent of Schools
2. Administration of Oath of Office to Newly Elected Board Members and the Superintendent of Schools
3. Superintendent to Act as Temporary Chair
4. Superintendent to call for Nominations for President of the Board for 2012-2013
5. Announcement of Results of Voting on Election of President of the Board for 2012-2013
6. Election of Vice President of the Board for 2012-2013
7. Administration of Oath of Office to President and the Vice President for 2012-2013
8. Adoption of Reorganizational Agenda
9. Appointment of Counsel to the Board of Education
10. Appointment of District Treasurer for 2012-2013
11. Appointment of Deputy Treasurer for 2012-2013
12. Authorization to Purchase Blanket Bond for School District Officers for 2012-2013
13. Appointment of School Organizational Fund Treasurer for 2012-2013
14. Appointment of District Clerk for 2012-2013
15. Appointment of Deputy District Clerk for 2012-2013
16. Appointment of Part-Time Claims Auditor for 2012-2013
17. Appointment of External Auditor for 2012-2013
18. Appointment of Internal Auditor for 2012-2013
19. Administer Oath of Office to Treasurer, Deputy Treasurer, Part-Time Internal Claims Auditor, District Clerk, and Deputy District Clerk
20. Appointment of Purchasing Agent for 2012-2013
21. Appointment of Deputy Purchasing Agent for 2012-2013
22. Appointment of Title IX Coordinator for 2012-2013
23. Appointment of Section 504 Coordinator for 2012-2013
24. Appointment of Compliance Officer for Americans with Disabilities Act (employment practices requirements) for 2012-2013
25. Appointment of Officer of Americans with Disabilities Act (public accommodations/facilities requirements for 2012-2013
26. Appointment of Medicaid Compliance Officer for 2012-2013

27. Appointment of Student Residency Determination Designee for 2012-2013
28. Committee on Special Education for 2012-2013
29. Subcommittee on Special Education for 2012-2013
30. Committee on Preschool Special Education for 2012-2013
31. Surrogate Parents for 2012-2013
32. Hearing Officers for 2012-2013
33. Approval of Business Procedures for 2012-2013
34. Appointment of Custodians of Petty Cash for 2012-2013
35. Board of Education Scholarship Committee for 2012-2013
36. Approval of Method of Opening Bids for 2012-2013
37. Authorization to Certify Payrolls for 2012-2013
38. Maximum Per Diem Meal Allowance for 2012-2013
39. Establishment of Mileage Reimbursement Rate for 2012-2013
40. Approval of Depository For Extra Curricular Activity Funds for 2012-2013
41. Designation of Official Depositories for 2012-2013
42. Designation of Newspapers for Publication of School Notices for 2012-2013
43. Appointments to Continuing/Community Advisory Council for 2012-2013
44. Designation of Coordinator of Fixed Assets for 2012-2013
45. Empower Authorization for Travel and Conferences for 2012-2013
46. Authorization to Enter into Contracts for Health Services for 2012-2013
47. Authorization of Superintendent of Schools to Make Transfers for 2012-2013
48. Appointment of Designated Asbestos Compliance Officer for 2012-2013
49. Appointment of School Physicians/Physicians Assistant for 2012-2013
50. Free And Reduced Price Meal Eligibility Guidelines for 2012-2013
51. Appointment of Records Access Officer for 2012-2013
52. Appointment of Records Management Officer for 2012-2013
53. Designation of District Emergency Co-Coordinators for 2012-2013
54. Appointment of District Health & Safety Officer for 2012-2013
55. Employee Transportation Co-Coordinators for 2012-2013
56. Rates for Use of School Facilities for 2012-2013
57. Adoption of Policies for 2012-2013
58. Public Officers' Law for 2012-2013

PORT WASHINGTON UNION FREE SCHOOL
DISTRICT BOARD OF EDUCATION

July 3, 2012 - 7:30 P.M.

1. The Superintendent of Schools, or his designee, will call the meeting to order at 7:30 p.m., D.S.T.

2. The Superintendent of Schools, or his designee, will ask the District Clerk to administer the Oath of Office to Mr. Lawrence Greenstein, Ms. Nora H. Johnson and Mr. Vernon McDermott, the reelected/elected Members of the Board of Education, and Dr. Geoffrey N. Gordon, Superintendent of Schools.

3. The Superintendent of Schools, or his designee, will serve as temporary Chair until the President and the Vice President of the Board of Education are appropriately installed.

4. The Superintendent, or his designee, will announce to the public that this is an election among the School Board Members only, and that a simple majority of the votes will decide who the officers are. The Superintendent, or his designee, will call for nominations for the position of President of the Board of Education for the 2012-2013 school year.

5. After the votes are taken, the temporary Chair, the Superintendent, or his designee, will read the results of the vote.

6. The same procedure will be followed for the election of the Vice President.

7. The Oath of Office will be administered to the President and the Vice President by the District Clerk or the School Attorney. The newly elected President assumes the Chair.

8. <u>ADOPTION OF REORGANIZATIONAL AGENDA</u>
Be it resolved that the Board of Education adopt the reorganizational agenda.

9. <u>APPOINTMENT OF GENERAL COUNSEL TO THE BOARD OF EDUCATION</u>

a. Be it resolved that Bond, Schoeneck & King, PLLC, be appointed as General Counsel for the 2012-2013 school year at a cost not to exceed $34,500.

b. Be it resolved that Bond, Schoeneck & King, PLLC, be appointed as Labor Counsel for the 2012-2013 school year at a cost not to exceed $54,000.

10. <u>APPOINTMENT OF DISTRICT TREASURER FOR 2012-2013</u>
Be it resolved that Rosemary Ruggiero be appointed District Treasurer for the 2012-2013 school year.

Be it further resolved that the Port Washington Union Free School District, Location Code 72822, hereby establishes the following standard work days for elected and appointed officials and will report the following days worked to the New York State and Local Employee's Retirement System based on the time keeping system records or the record of activities maintained and submitted by these officials to the clerk of this body:

Treasurer, Rosemary Ruggiero; Standard Work Day, 7 hours; Term begins July 1, 2012 and ends June 30, 2013; Participates in Employer's Time Keeping System.

11. APPOINTMENT OF DEPUTY TREASURER FOR 2012-2013
Be it resolved that Barbara Levine, Senior Account Clerk, be appointed Deputy Treasurer to act in the absence of the Treasurer for the 2012-2013 school year.

12. AUTHORIZATION TO PURCHASE INSURANCE FOR SCHOOL DISTRICT OFFICERS AND EMPLOYEES FOR 2012-2013
Be it resolved that Mary Callahan, Assistant Superintendent for Business, be authorized to purchase errors and omissions insurance as well as public employee dishonesty coverages in the amount of $1,000,000/incident for the 2012-2013 school year for the School District employees.

13. APPOINTMENT OF SCHOOL ORGANIZATIONAL FUND TREASURER FOR 2012-2013
Be it resolved that Eileen Kitley, Senior Account Clerk, be appointed School Organizational Fund Treasurer for the 2012-2013 school year.

14. APPOINTMENT OF DISTRICT CLERK FOR 2012-2013
Be it resolved that Mary Callahan, Assistant Superintendent for Business, be appointed District Clerk of the Port Washington Union Free School District for the 2012-2013 school year.

15. APPOINTMENT OF DEPUTY DISTRICT CLERK FOR 2012-2013
Be it resolved that Dr. Nicholas A. Stirling, Assistant Superintendent for Curriculum, Instruction and Assessment, be appointed Deputy District Clerk to serve in the absence of the District Clerk for the 2012-2013 school year.

16. APPOINTMENT OF PART-TIME CLAIMS AUDITOR FOR 2012-2013
Be it resolved that June Spataro be appointed part-time Claims Auditor in accordance with Section 1709 of the State Education Law for the 2012-2013 school year.

17. APPOINTMENT OF EXTERNAL AUDITOR FOR 2012-2013
Be it resolved that D'Arcangelo & Company, LLP be appointed as External Auditor for the 2012-2013 school year at a cost not to exceed $44,625.

18. APPOINTMENT OF INTERNAL AUDITOR FOR 2012-2013
Be it resolved that Nawrocki, Smith LLP, be appointed as Internal Auditor for the 2012-2013 school year at a cost not to exceed $60,024.

19. The Oath of Office will be administered to the Treasurer, Deputy Treasurer, Part-Time Claims Auditor, District Clerk, and Deputy District Clerk.

20. APPOINTMENT OF PURCHASING AGENT FOR 2012-2013
Be it resolved that Grace Chan, Assistant Business Administrator, be appointed Purchasing Agent for the 2012-2013 school year.

21. APPOINTMENT OF DEPUTY PURCHASING AGENT FOR 2012-2013
Be it resolved that Wilma Stubbs, Assistant Supervisor of Transportation, be appointed Deputy Purchasing Agent to act in the absence of the Purchasing Agent for the 2012-2013 school year.

22. APPOINTMENT OF TITLE IX COORDINATOR FOR 2012-2013
Be it resolved that the Assistant Superintendent of Human Resources and General Administration, be appointed Title IX Coordinator for the 2012-2013 school year.

23. APPOINTMENT OF SECTION 504 COORDINATOR FOR 2012-2013
Be it resolved that Hank Hardy, Director of Guidance, be appointed Section 504 Coordinator for the 2012-2013 school year.

24. APPOINTMENT OF COMPLIANCE OFFICER FOR AMERICANS WITH DISABILITIES ACT (EMPLOYMENT PRACTICES REQUIREMENTS) FOR 2012-2013
Be it resolved that Mehri Fryzel, Executive Director of PPS, be appointed Compliance Officer for Americans with Disabilities Act (employment practices requirements) for the 2012-2013 school year.

25. APPOINTMENT OF COMPLIANCE OFFICER FOR AMERICANS FOR DISABILITIES ACT PUBLIC ACCOMMODATIONS/FACILITIES REQUIREMENTS FOR 2012-2013
Be it resolved that Mary Callahan, Assistant Superintendent for Business, be appointed Compliance Officer for Americans with Disabilities Act (public accommodations/facilities requirements) for the 2012-2013 school year.

26. APPOINTMENT OF MEDICAID COMPLIANCE OFFICER FOR 2012-2013
Be it resolved that Mehri Fryzel, Executive Director of Pupil Personnel Services be appointed Medicaid Compliance Officer for the 2012-2013 school year.

27. APPOINTMENT OF STUDENT RESIDENCY DETERMINATION DESIGNEE FOR 2012-2013
Be it resolved that the Superintendent of Schools be appointed Student Residency Determination Designee for the 2012-2013 school year.

28. COMMITTEE ON SPECIAL EDUCATION
Be it resolved that the Committee on Special Education be composed of the following for the 2012-2013 school year:

Chairpersons	**Psychologists**
Mehri Fryzel, Ex. Dir. of PPS	Diana Arrese-Tomei, Ph.D., Alternate
Marlon Villalva, Curriculum Associate	Joan Bester, Psy.D., Alternate
Leslie Anesta, Assoc. Admin. For PPS	To Be Determined, Ph.D., Alternate
Dennis Meade, Psyc., Alternate	Robert Cerpa, Ph.D., Alternate
To Be Determined, Alternate	Tijen Eron, Ph.D., Alternate
Barbara Sepe Alternate	Nadine Fitoussi, Psy.D., Alternate
Amity Howard Reiss, Alternate	Amity Howard Reiss, Alternate
	Dennis Meade, Ph.D., Alternate
	Alisa Samuels-Stein, Ph.D., Alternate
	Lois Sazer, Ph.D., Alternate
	Victoria Roger, Psy.D., Alternate

Parent Members		
Lisa Abeleira	Carolyn Abrams	Sheryl Albanese
Amira Ashmawy	Jill Cohen	Lisa Cotsonas
John Crawley	Patricia D'Agostino	Susan Edelblum
Ann Marie Fitzpatrick	Mary Flaherty	Christine Gaeta

Parent Members – Cont'd		
Betsy Golan	Deena Katz	Denise McCalla
Rose Miscioscia	Adena Muller	Lorraine Ngai
Kathleen Oldak	Madeline Petrone	Jannine Prengel
Phyllis Realmuto	Peggy Ryan	Laurie Rybecky
Maryann Sackman	Patricia Schmitt	Eleni Sfiroudis
Christine Stehn	Mary-Christine Thomsen	Amy Urban
Diana Von Roeschlaub	Paula Waskover	Beth Wechsler

Physicians	
Joan Easton, M.D.	Anthony Donatelli, M.D.

Parent of the Child
Special Education Teacher or Related Service Provider
Regular Education Teacher (If child is or may be participating in regular education)

29. SUBCOMMITTEE ON SPECIAL EDUCATION

Be it resolved that Subcommittees on Special Education in each building are composed of the following for the 2012-13 school year:

Psychologists	
Diana Arrese-Tomei, Ph.D., Alternate	Amity Howard Reiss, Alternate
Joan Bester, Psy.D., Alternate	Dennis Meade, Ph.D., Alternate
To Be Determined, Ph.D., Alternate	Alisa Samuels-Stein, Ph.D., Alternate
Robert Cerpa, Ph.D., Alternate	Lois Sazer, Ph.D., Alternate
Tijen Eron, Ph.D., Alternate	Victoria Roger, Psy.D., Alternate
Nadine Fitoussi, Psy.D., Alternate	
Mehri Fryzel, Executive, Director of PPS, Alternate	
Marlon Villalva, Curriculum Associate, Alternate	
Leslie Anesta, Associate Admin. For PPS, Alternate	
Parent of the Child	
Special Education Teacher or Related Service Provider	
Regular Education Teacher (if the student is, or may be participating in regular education)	

30. COMMITTEE ON PRESCHOOL SPECIAL EDUCATION

Be it resolved that the Committee on Preschool Special Education be composed of the following for the 2012-13 school year:

Chairpersons
Mehri Fryzel, Ex. Dir. Of PPS
Marlon Villalva, Curriculum Associate
Leslie Anesta, Assoc. Admin. For PPS
Dennis Meade, Psyc., Alternate
To Be Determined, Alternate

Chairpersons – Cont'd
Barbara Sepe, Alternate
Amity Howard Reiss, Alternate

Parent Members		
Lisa Abeleira	Carolyn Abrams	Sheryl Albanese
Amira Ashmawy	Jill Cohen	Lisa Cotsonas
John Crawley	Patricia D'Agostino	Susan Edelblum
Ann Marie Fitzpatrick	Mary Flaherty	Christine Gaeta
Betsy Golan	Deena Katz	Denise McCalla
Rose Miscioscia	Adena Muller	Lorraine Ngai
Kathleen Oldak	Madeline Petrone	Jannine Prengel
Phyllis Realmuto	Peggy Ryan	Laurie Rybecky
Maryann Sackman	Patrica Schmitt	Eleni Sfiroudis
Christine Stehn	Mary-Christine Thomsen	Amy Urban
Diana Von Roeschlaub	Paula Waskover	Beth Wechsler

Parent of the Child
Special Education Teacher or Related Service Provider
Regular Education Teacher (If child is or may be participating in regular education)

A certified or licensed professional from the municipality
A certified or licensed professional designated by the agency charged with the responsibility for the child in the birth-to-two system, if any.
A professional who participated in the evaluation of the child or a professional employed by the district who is knowledgeable about evaluations.

31. SURROGATE PARENTS

Be it resolved that the following be designated as surrogate parents, as required under Part 200 Regulations:

Patricia and Vincent D'Agostino
Beth and Donald Wechsler

32. HEARING OFFICERS

Be it resolved that the list of Impartial Hearing Officers by appointed to be called to serve:

Linda Agoston	Peter Albert	Lynn Almeleh
Stuart Bauchner	Beryl Blaustone	Wendy Brandenburg
Jeanmarie Brescia	Robert Briglio	Paul Bumbalo
Diane Cohen	Edgar Deleon	Debra DeWan
Barbara J. Eberstein	John Farago	Rona Feinberg
Sharyn Finkelstein	Lana Flame	Lorraine Gross
Sinai Halberstam	Nancy Hampton	Jonathan Heidelberger
Sherri L. Hughes	Amy Lynne Itzla	Howard Jacob
Theresa Joyner	George Kandilakis	Martin Kehoe

Hearing Officers – Cont'd		
Harry Kershen	Dora Lassinger	Patricia Latzman
Michael Lazan	Nancy Lederman	Edward Luban
Susan Lushing	Robert W. Mackreth	James McKeever
James Monk	Christine Moore	Esther Mora
Leah Murphy	John Naun	Robert Nisely
Mary Noe	David Nydick	Veronica Odom
Janice K. Orland	Jane Owens	Gary Peters
Kenneth Peters	Joseph Quinn	Heidi Reichel
Susan Mills Richmond	Kenneth S. Ritzenberg	George Roberts
Paul Rosen	Jean Rosenzweig	Bernard Rostanski
Jerome Schad	Martin Schiff	Jeffrey Schiro
Judith Schneider	Vanessa Sheehan	Marjorie Silver
Craig Tessler	Aaron Turetsky	Arthur Venezia
William Wall	James Walsh	Carl L. Wanderman
Denise Washington	Marc Weiner	Mindy G. Wolman
Joseph Wooley	Joel Ziev	

33. APPROVAL OF BUSINESS PROCEDURES FOR 2012-2013

Be it resolved that the following business procedures be approved, in accordance with State Education Law, for the 2012-2013 school year:

1. The Claims Auditor will approve claims for payment after verification of all supporting documents and will so certify payments to the District Treasurer.
2. Payment for all claims will be made on "one-signature check" signed by the District Treasurer.
3. Approved system of Treasurer's Receipts will be used.
4. In accordance with Commissioner's Regulations 170.2 (P), Treasurer's Reports of cash transactions will be issued monthly, and summaries of revenues and expenditures compared to budget will be issued quarterly.
5. Annual audit of School District records will be made by an independent certified public accountant, and a copy of the Audit Report will be furnished to the State Education Department.
6. Use of facsimile signature of the District Treasurer, as reproduced by the designated financial software permitted under the following conditions:

(a) No check or withdrawal slip shall be so signed until duly authorized as evidenced by a warrant ordering the payment of claims listed on the warrant signed by the Internal Auditor.

(b) The facsimile signature disc will be kept in the possession of the person whose signature they represent.

34. APPOINTMENT OF CUSTODIANS OF PETTY CASH FOR 2012-2013

Be it resolved that the following persons be authorized as custodians of petty cash funds in an amount not to exceed the amount below specified at any time, funds to be transferred to such custodians at such times as the Administration may determine, commencing upon the date hereof and continuing until a change is requested for the 2012-2013 school year:

Mary Callahan, Assistant Superintendent for Business $100

APPOINTMENT OF CUSTODIANS OF PETTY CASH FOR 2012-2013 – Cont'd

Ira Pernick, Principal, Schreiber High School	$100
Marilyn Rodahan, Principal, Weber Middle School	$100
Dr. David Meoli, Principal, Sousa School	$100
Drew Graves, Principal, John J. Daly School	$100
Barbara Giebel, Principal, Guggenheim School	$100
Bonni Cohen, Principal, Manorhaven School	$100
Christopher Shields, Principal, South Salem School	$100
Mehri Fryzel, Executive Director of PPS	$100
Marlon Villalva, Manager of Continuing and Community Education	$100
Drew Graves, Principal, Daly, Manager of Community Services for Pre-Kindergarten Program	$100
James Ristano, Director of Facilities	$100
Shirley Cepero, Director of ESL	$100

35. BOARD OF EDUCATION SCHOLARSHIP COMMITTEE FOR BOGART FUND SCHOLARSHIP FOR 2012-2013

Be it resolved that the Board of Education Scholarship Committee for Bogart Fund Scholarship for the 2012-2013 school year are as follows:

_____

_____

_____

36. APPROVAL OF METHOD OF OPENING BIDS FOR 2012-2013

Be it resolved that with respect to any bids received pursuant to any statute of the State of New York requiring competitive bidding of schools, the Purchasing Agent and/or the Deputy Purchasing Agent is authorized, empowered, and directed to open any and all such bids in public and to be available for inspection at the time and place specified in the Notice, such officers or employees to make a record of the bidders and the amounts bid for the quantities specified and to make recommendations for bid award and/or rejection at an ensuing regular or special meeting of the Board of Education for the 2012-2013 school year.

37. AUTHORIZATION TO CERTIFY PAYROLLS FOR 2012-2013

Be it resolved that the Superintendent of Schools and Ms. Mary Callahan, Assistant Superintendent for Business, be authorized to certify payrolls for the 2012-2013 school year.

38. MAXIMUM PER DIEM MEAL ALLOWANCE FOR 2012-2013

Pursuant to New York State Comptroller's regulations and Internal Revenue Service guidelines, the Port Washington School District hereby establishes a standard daily meal allowance of $66 ($53 dinner/$13 breakfast) as the maximum that employees and School Board members may claim as a business-related expense for the 2012-2013 school year. The $66 per day includes any applicable taxes and gratuities. Proper documentation in the form of receipts and/or invoices must still be presented in support of requested reimbursements.

39. ESTABLISHMENT OF MILEAGE REIMBURSEMENT RATE FOR 2012-2013
Be it resolved that the mileage reimbursement be established at the IRS business-expense rate, and, pursuant to Education Law 1604, the Assistant Superintendent for Business is empowered to approve all claims for the 2012-2013 school year.

40. APPROVAL OF DEPOSITORY FOR EXTRA CURRICULAR ACTIVITY FUNDS FOR 2012-2013
Be it resolved that the account established at the Chase, Main Street Office, Port Washington, New York entitled "Port Washington Public Schools Organization Fund," in which all funds raised other than by taxation, or through charges of the Board of Education for, by, or in the name of a school, student body, or any subdivision thereof shall be deposited, is approved, and funds shall be withdrawn from such account on the signatures of any two of the following: Principal, Schreiber High School; Assistant Superintendent for Business; Treasurer or fund advisor, Schreiber High School, the authorization for the withdrawal of such funds shall be made by the student treasurer of said organization and the faculty advisor assigned to it; and, records of receipts and expenditures shall be maintained and reports made regularly to the Board of Education; and an independent and impartial audit of the account shall be made at least annually, and a savings account is established at any banking institution within the Port Washington School District in an account to be entitled, "Port Washington Public Schools Organization Fund," in which all funds referred to in these resolutions can be deposited to be withdrawn on the signatures of the individuals occupying the positions named in these resolutions for the 2012-2013 school year.

41. DESIGNATION OF OFFICIAL DEPOSITORIES FOR 2012-2013
Be it resolved that the following banks be designated as depositories:

J. P. Morgan Chase
Valley National Bank (formerly State Bank)

42. DESIGNATION OF NEWSPAPERS FOR PUBLICATION OF SCHOOL NOTICES FOR 2012-2013
Be it resolved that *Newsday* and *Port Washington News* be designated as the newspapers in which all bids may be advertised for the 2012-2013 school year.

Be it resolved that *Port Washington News* and *Newsday* be designated as the newspapers in which all other legal notices may be advertised for the 2012-2013 school year.

43. APPOINTMENTS TO CONTINUING EDUCATION ADVISORY COUNCIL FOR 2012-2013
Be it resolved that the following individuals are to serve on the Continuing Education Advisory Council for Adult Education for the 2012-2013 school year:

Amanda Bechtold
Dawn Epp
Jim Houlihan
John Keane
Theresa Lynch
Joan McMorrow
David Maley
Jill Maley
Debbie Miraglia
Bob O’Brien
Ed Pennisi

44. DESIGNATION OF COORDINATOR OF FIXED ASSETS FOR 2012-2013
Be it resolved that Grace Chan, Assistant Business Administrator, be designated the individual responsible for developing and monitoring the inventory of fixed assets for the 2012-2013 school year.

45. EMPOWER AUTHORIZATION FOR TRAVEL AND CONFERENCES FOR 2012-2013
Be it resolved that, pursuant to Education Law 1604, the Superintendent of Schools be authorized to approve such travel and conference expenses for 2012-2013 as are provided for in the annual budget.

46. AUTHORIZATION TO ENTER INTO CONTRACTS FOR HEALTH SERVICES FOR 2012-2013
Be it resolved that the Board of Education authorizes the Superintendent of Schools to enter into contracts for Health and Welfare Services under Section 912 of the Education Law for students who attend authorized public and non-public schools in other districts in the 2012-2013 school year, and also authorizes the President of the Board of Education to sign these contracts as they become due throughout the 2012-2013 school year. The budget expenditures for these services will be authorized by the Director of Pupil Personnel or the Curriculum Associate.

47. AUTHORIZATION OF SUPERINTENDENT OF SCHOOLS TO MAKE TRANSFERS FOR 2012-2013
Be it resolved that the transfer of funds between and within functional unit appropriations of the General Fund is commonly required during the school year. The Superintendent of Schools, in accordance with the Regulations of the Commissioner of Education and Policy and Regulations 6100, is authorized to make budget appropriation transfers between functions not exceeding $2,500 for the 2012-2013 school year. All transfers between functions in excess of $2,500 require prior Board approval and will be given as an information item to the public. The Superintendent will report any transfers to the Board as an information item.

48. APPOINTMENT OF DESIGNATED ASBESTOS COMPLIANCE OFFICER FOR 2012-2013
Be it resolved that James Ristano, Director of Facilities and Operations, be appointed the District's Designated Asbestos Compliance Officer for the 2012-2013 school year.

49. APPOINTMENT OF SCHOOL PHYSICIANS/PHYSICIANS ASSISTANT FOR 2012-2013
Be it resolved that the following individuals be appointed as School Physicians for the 2012-2013 school year:

Dr. Joan Easton
Dr. Madeline Pugliese
Dr. Naomi Jackman
Dr. Barbara Seifert
Dr. Mark Jacobson
Dr. Michael Khadavi
Dr. Sonia Wilkens
Dr. George Kovacs

50. FREE AND REDUCED PRICE MEAL ELIGIBILITY GUIDELINES FOR 2012-2013
Be it resolved that the Board of Education does hereby accept and adopt the New York State Education Department's Free and Reduced Price Meal Policy including the Family Income Eligibility Criteria and all required attachments for the 2012-2013 school year.

51. APPOINTMENT OF RECORDS ACCESS OFFICER FOR 2012-2013
Be it resolved that Mary Callahan, Assistant Superintendent for Business, be appointed as the Records Access Officer for the 2012-2013 school year.

52. APPOINTMENT OF RECORDS MANAGEMENT OFFICER FOR 2012-2013
Be it resolved that Mary Callahan, Assistant Superintendent for Business, be designated as Records Management Officer for 2012-2013 in accordance with Section 57.19 of the Arts and Cultural Affairs Law and Section 185.2 (a) of 8 NYCRR.

53. DESIGNATION OF DISTRICT EMERGENCY CO-COORDINATORS FOR 2012-2013
Be it resolved that, pursuant to Section 155.13 of the Commissioner's Regulations, James Ristano, Director of Facilities and Operations, and Wilma Stubbs, Assistant Supervisor of Transportation, be designated as the District Emergency Co-Coordinators for 2012-2013.

54. APPOINTMENT OF DISTRICT HEALTH & SAFETY OFFICER FOR 2012-2013
Be it resolved that James Ristano, Director of Facilities and Operations, be appointed District Health & Safety Officer for the 2012-2013 school year.

55. EMPLOYEE TRANSPORTATION CO-COORDINATORS FOR 2012-2013
Be it resolved that Mary Callahan, Assistant Superintendent for Business, and Wilma Stubbs, Assistant Supervisor of Transportation, be designated as the District Employee Transportation Co-Coordinators for 2012-2013.

56. RATES FOR USE OF SCHOOL FACILITIES FOR 2012-2013
Be it resolved that the following daily rates be established for use of school facilities by resident and non-resident organizations:

A. Resident volunteer led youth groups:
- Will be charged participant fee of $10 per child /per season/per activity and provide rosters to the Facilities office. In addition a $75/hour custodial fee will apply, with a minimum of a 4 hour rate, for any location that is requested to be opened, if otherwise scheduled to be closed.

B. Residents – Adult Resident Recreational and Adult Resident not-for-profit groups
- Below are the hourly rates for use of school facilities by adult resident recreational and adult resident not-for-profit groups for 2012-2013 under Policy and Regulation 1500. In addition to fees of the rate schedule, all adult resident athletic groups must provide rosters to the Facilities office in advance and pay a $10/per person/per season participant fee.

	Facility Hourly Rate	All Users Custodian Weekend Hourly Rate
Auditorium*	$100	$75
Cafeteria	$ 50	$75
Cafeteria w/ Kitchen		
Our staff only	$ 55	$75
All-Purpose Rooms	$ 65	$75

	Facility Hourly Rate	All Users Custodian Weekend Hourly Rate
Parking Lots	$ 50	0
Classrooms	$ 50	$75
Gymnasium	$ 70/per use	$75
Athletic Fields	$ 70/per use	0
Courtyard (not available)		

1. Consecutive multi-day not-for-profit users, 3 days or more, will be eligible for a 3 hour minimum/maximum hourly rate. Yearlong lease holders will be further discounted 20%.

2. Any event for the predetermined duration of 3 hours or more must include security/supervision for code of conduct enforcement.

* Must pay for security/supervision for code of conduct enforcement for any event for the predetermined duration of 3 hours or more @ $40/person per hour.
* Total number of security/supervisors at district discretion.
* Must utilize district staff for stage lighting, sound, etc.

C. For Profit Groups and/or non-resident:
The rates for use of school facilities by "for profit" resident or "non-resident" groups are as follows:

	Facility Hourly Rate	Facility Opening Closing/Cleaning	Custodial Hourly Rate
Auditorium *	$200	$140	$75
Cafeteria	$ 75	$140	$75
Cafeteria w/ Kitchen our staff only	$ 80	$210	$75
Gymnasium	$110	$140	$75
Classrooms	$ 75	$ 70	$75
Athletic Fields	$150	0	0
Athletic Fields with building bathrooms	$150	0	$75
Parking Lots	$150	0	0
All-Purpose Rooms	$ 75	$140	$75

1. Any group meeting for three hours or more must include security/supervision for code of conduct enforcement.

* Must pay for security/supervision for code of conduct enforcement for any event for the predetermined duration of 3 hours or more @ $40/supervisor per hour.
* Total number of security/supervisors at district discretion.
* Must utilize district staff for stage lighting, sound, etc.

Competition including more than two teams is considered to not meet the 50% Port participation necessary to be considered a "resident" activity.

57. ADOPTION OF POLICIES FOR 2012-2013

Be it resolved that pursuant to Board of Education Policy No. 2450, the Board of Education hereby adopts the current policy book as the official policies of the Board of Education of the Port Washington Union Free School District for the 2012-2013 school year, as maintained in the Office of the Superintendent.

58. PUBLIC OFFICERS' LAW

Be it resolved that the Board of Education of the Port Washington Union Free School District hereby adopts the coverage provided by Section 18 of the New York State Public Officers' Law for all members of the Board of Education and all district employees and volunteers. The adoption of this provision is intended to supplement the protection available by virtue of existing statutory provisions or other sources.

Be it further resolved, that the Board of Education of the Port Washington Union Free School District hereby provides as an additional benefit of public office and employment, the right to be defended as provided in Public Officers' Law §18, to members of the Board of Education, the Superintendent of Schools and all district employees and volunteers who are requested or are called to testify as a witness or to answer questions concerning their acts or omissions within the scope of their office, agency or employment before a Grand Jury, the Office of the District Attorney, or other law enforcement official. Nothing herein contained shall be construed to authorize or require defense or indemnification to a member of the Board of Education, the Superintendent of Schools and all district employees and volunteers who have been identified as a defendant in a pending criminal prosecution or where such individual, or the school district, has reason to believe that such individual is a target in a criminal investigation or prosecution by the Office of the District Attorney or other law enforcement entity.

Office of the New York State Comptroller
New York State and Local Retirement System
Employees' Retirement System
Police and Fire Retirement System
110 State Street, Albany, New York 12244-0001

Standard Work Day and Reporting Resolution
RS 2417-A

(12/10)

BE IT RESOLVED, that the Port Washington UFSD / Location code 72822 hereby establishes the following as standard work days for elected and appointed officials and will report the following days worked to the New York State and Local Employees' Retirement System based on the time keeping system records or the record of activities maintained and submitted by these officials to the clerk of this body:

Title	Name	Social Security Number (Last 4 digits)	Registration Number	Standard Work Day (Hrs/day)	Term Begins/Ends	Participates in Employer's Time Keeping System (Y/N)	Days/Month (based on Record of Activities)	Tier 1 (Check only if member is in Tier 1)	Not Submitted (Check box if no record of activities completed or timekeeping system)
Elected Officials									
								☐	☐
								☐	☐
								☐	☐
								☐	☐
Appointed Officials									
Treasurer	Rosemary	[redacted]	[redacted]	7	07/01/12-06/30/13	Y	N/A	☐	☐
								☐	☐
								☐	☐

If additional rows are needed, please use form RS2417-B and attach.

On this 3rd day of July, 2012 Mary Callahan (Signature of clerk) Date enacted: 07/03/2012

I, Mary Callahan, clerk of the governing board of the Port Washington UFSD (Name of Employer), of the State of New York, do hereby certify that I have compared the foregoing with the original resolution passed by such board, at a legally convened meeting held on the 3rd day of July, 2012 on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

I further certify that the full board, consists of 7 members, and that 6 of such members were present at such meeting and that 6 of such members voted in favor of the above resolution.

IN WITNESS WHEREOF, I have hereunto Set my hand and the seal of the Port Washington UFSD (Name of Employer)

This document consists of 1 page(s) (see additional RS2417-B forms attached).

(seal)