

**ADMINISTRATORS**

Dr. Marylou McDermott  
 John J. Lynch  
 Dr. Terry Bouton  
 Kathleen Molander  
 Matthew Nelson

**BOARD OFFICERS**

Beth M. Nystrom  
 Marybeth Morea

**BOARD OF EDUCATION**

Northport-East Northport  
 Union Free School District

**A G E N D A**

Annual Organization Meeting  
 July 6, 2009  
 Northport High School Library

**BOARD MEMBERS**

Liz Dragone  
 Joe Gannon  
 Rob Ingraham  
 Tim Madden  
 Donna McNaughton  
 Arlene S. Munson  
 Dr. Kay Hutchins Sato  
 Stephen V. Waldenburg, Jr.  
 Karen Wills

6:30 pm

CALL TO ORDER IN THE CAREER COUNSELING CENTER AT NORTHPORT HIGH SCHOOL

MOTION TO CONVENE IN EXECUTIVE SESSION TO DISCUSS A STUDENT MATTER

7:30 pm

MOTION TO RECONVENE IN PUBLIC SESSION IN THE LIBRARY AT NORTHPORT HIGH SCHOOL

Board policy states that the Annual Organization Meeting shall be called to order by the immediate past president. In the absence of this person, the immediate past vice-president shall call the meeting to order and in the absence of both of the above, the senior member (by alphabet) shall call the meeting to order. This person shall chair the meeting until a President is elected. The newly elected President shall then take the chair and conduct the remainder of the meeting.

PLEDGE OF ALLEGIANCE

NOTICE OF EMERGENCY EXITS

OATH OF OFFICE TO NEW BOARD MEMBERS:

Trustee Tim Madden  
 Trustee Donna McNaughton  
 Trustee Stephen V. Waldenburg, Jr.

1. Election of Officers - nominations required.
  - 1.1 President
  - 1.2 Vice President
2. Appointments
  - 2.1 District Clerk: Recommend that Beth Nystrom be appointed as District Clerk and Donna Quinlivan as Acting District Clerk.
  - 2.2 District Treasurer: Recommend that Marybeth Morea be appointed as District Treasurer and Peter Polito be appointed as Deputy District Treasurer.
  - 2.3 Board Attorney and Negotiating Attorney: Recommend that the firm of Ingerman Smith, LLP be appointed as Board Attorney and Negotiating Attorney.
  - 2.4 Claims Auditor: Recommend that Christine Helbock be appointed as Claims Auditor.
  - 2.5 Purchasing Agent: Recommend that Susan Shutowich be appointed as Purchasing Agent, and that Kathleen Molander, Assistant Superintendent for Business be authorized to act as Purchasing Agent in her absence.

2.6 Impartial Hearing Officers:

- 2.6.1 Recommend that the Board appoint Laure C. Nolan, Michael Ahearn and Michael Krauthamer as Impartial Hearing Officers to conduct Hearings pursuant to Section 75 of Civil Service Law.
- 2.6.2 Recommend that the Board appoint Vanessa Sheehan, Lawrence Spirn and Jennifer Spirn as Impartial Hearing Officers to conduct hearings pursuant to Section 504 of the Rehabilitation Act of 1973.

2.7 Compliance Officers

- 2.7.1 Recommend that the Board appoint Mr. John Lynch as Section 504 Compliance Officer.
- 2.7.2 Recommend that the Board appoint Dr. Terry Bouton as Title IX Compliance Officer.

2.8 Insurance Brokers of Record: Recommend that the Board appoint the following firms as Brokers of Record, commencing July 1, 2009, to manage insurance programs authorized by the Board of Education of the Northport-East Northport Union Free School District:

- . Sammis, Smith and Brush, 125 Froehlich Farm Blvd., Woodbury, NY 11797
- . N.Y. Schools Insurance Reciprocal, 333 Earle Ovington Blvd., Uniondale, NY 11553
- . GCG Risk Management, Inc., 11 Beach Street, 8<sup>th</sup> Fl., New York, NY 10013
- . Pupil Benefits Plan, Inc. 101 Dutch Meadows Lane, Glenville, NY 12302
- . Fitzharris & Co., P.O.Box 9182, Farmingdale, NY 11735
- . AON Consulting, 300 Jericho Quad., Suite 300, Jericho NY 11753
- . Kurz Planning, 233 Main St., Huntington, NY 11743

2.9 Bonding Counsel and Financial Advisory Services

- 2.9.1 Hawkins Delafield & Wood, LLP, One Chase Manhattan Plaza, New York, NY 10005
- 2.9.2 Munistat Services, Inc., 12 Roosevelt Avenue, Pt. Jefferson Station, NY 11776

2.10 External Auditor

At the December 1, 2008 Board meeting the firm of Coughlin, Foundotos, Cullen and Danowski, LLP was appointed as the External Auditors for the 2008-2009 fiscal year with an option to renew for the 2009-2010, 2010-2011, and 2011-2012 fiscal years.

2.11 Internal Auditor

At the December 1, 2008 Board meeting the firm of Sheehan & Co. was appointed Internal Auditor for the 2008-2009 fiscal year, with an option to renew for the 2009-2010 and 2010-2011 fiscal years.

MOTION REQUIRED

3. Oath of Office to Officers of the Board

The Board Counsel shall administer the Oath of Office to:

- 3.1 Board President
- 3.2 Board Vice President
- 3.3 District Clerk

4. Designation of Signatories for All School Warrants

Recommendation to designate the Claims Auditor.

MOTION REQUIRED

5. Designation of Depositories for All District Funds

Recommendation to designate the following banks as depositories of the Northport-East Northport Union Free School District, Town of Huntington, Suffolk County, New York:

- 5.1 JP Morgan Chase
- 5.2 Bank of America
- 5.3 Capital One Bank
- 5.4 State Bank of Long Island
- 5.5 TD Bank
- 5.6 Flushing Commercial Bank

MOTION REQUIRED

6. Designation of District Newspaper for Legal Advertising

Recommendation to designate *The Record* as the Official Newspaper for District publications and legal notices for the 2009-2010 school year.

MOTION REQUIRED

7. Review of Time and Place of Board Meetings - For Information

The Calendar of 2009-2010 Board of Education Meetings was adopted by the Board at its May 11, 2009 meeting.

MOTION REQUIRED

8. Authorization to Publish the Annual Financial Report

Recommendation to authorize publication of the Annual Financial Report for the 2008-2009 school year in the official newspaper.

MOTION REQUIRED

9. Bond for District Treasurer and Deputy District Treasurer

Recommendation to authorize Public Employee Dishonesty insurance in the amount of \$5,000,000 per-loss to include positions of District Treasurer and Deputy District Treasurer for the period July 1, 2009 to June 30, 2010.

MOTION REQUIRED

10. Authorization to Reimburse Expenses

Recommendation to authorize the Superintendent to approve expenses for staff attendance at

conferences, and also for all authorized automobile travel within the District and outside of the District.

MOTION REQUIRED

11. Authorization to Certify Payrolls

Recommendation to authorize the Chief School Officer or her designee to certify payrolls each month (Ed. Law 1720, Sec. 2523; Commissioner's Regulation 170.2.)

MOTION REQUIRED

12. Authorization to Make Transfers

Recommendation to authorize the Superintendent of Schools or her designee, in accordance with the regulations of the Commissioner of Education, to make budget transfers between salary codes up to \$25,000, with all transfers in excess of \$25,000 requiring Board of Education approval, AND, transfers between all other codes up to \$10,000 with all transfers in excess of \$10,000 requiring Board of education approval.

MOTION REQUIRED

\*13. Adoption of List of Religious Holidays

Recommendation to adopt the attached list of religious holidays for State Aid computation purposes (see listing attached).

MOTION REQUIRED

14. Authorization to Establish Petty Cash Funds

Recommendation to establish petty cash funds and designate the following persons to administer these funds in the amount of \$100 each for the 2009-2010 school year:

Mrs. Barbara Falotico, Principal	Bellerose Avenue School
Ms. Joan Baltman, Principal	Fifth Avenue School
Ms. Anne Whooley, Principal	Dickinson Avenue School
Mr. Michael Genovese, Principal	Norwood Avenue School
Ms. Sabina Larkin, Principal	Ocean Avenue School
Mr. Jeffrey Haubrich, Principal	Pulaski Road School
Ms. Joanne Kroon, Principal	East Northport Middle School
Mr. Timothy Hoss, Principal	Northport Middle School
Ms. Irene McLaughlin, Principal	Northport High School
Ms. Beth Nystrom	District Clerk, Board of Education

MOTION REQUIRED

15. Signatories for Federal Projects

Recommendation to appoint for the 2009-2010 school year, Dr. Marylou McDermott, Superintendent of Schools, as the authorized representative and official of Northport-East Northport Union Free School District, to submit applications and make claims for Federal Funds

under all applicable Federal laws as may be required, with the Assistant Superintendent for Instruction and Administration, as alternate.

MOTION REQUIRED

16. Designation of Signator for Tax Anticipation Notes

Recommendation to designate the Board President as the signator for the single manual signature required on Tax Anticipation Notes or, as designated by the President, the Vice President, or the District Clerk.

MOTION REQUIRED

17. Appointment of School Physicians

Recommendation to appoint North Suffolk Medical Associates as the School Physician for 2009-2010 and to authorize the Board President to execute a contract to this effect.

MOTION REQUIRED

18. Attendance Officer

Recommendation to appoint Kevin McLaughlin as the District's Attendance Officer.

MOTION REQUIRED

19. Athletic Trainer

Recommendation to appoint Shawn Scattergood as the District's Athletic Trainer.

MOTION REQUIRED

20. Records Access Officer

Recommendation to appoint Beth Nystrom as the Records Access Officer.

MOTION REQUIRED

21. Records Management Officer

Recommendation to appoint Robert Lorenz as the Records Management Officer.

MOTION REQUIRED

22. Asbestos Designee

Recommendation to appoint Anthony Resca as the Asbestos Designee.

MOTION REQUIRED

23. Census Enumerator

Recommendation to appoint Kevin McLaughlin as the Census Enumerator.

MOTION REQUIRED

24. Residency of Students Designees

Recommendation to appoint the Superintendent and the Assistant Superintendent of Pupil Services as the Board's official designees for determining residency of students.

MOTION REQUIRED

25. School Related Transportation

Authorization for the Superintendent to transport in her personal vehicle persons involved with the conduct of school business, e.g., students, staff, Board members, and community members.

MOTION REQUIRED

26. Recommendation to set the IRS standard mileage rate as the mileage reimbursement rate.

MOTION REQUIRED

\*27. For Information: List of all district cell phones assigned to staff - enclosed for Board members.

28. Adjournment of Annual Organization Meeting

ASM:MMcD:bnm