

Little Flower Union Free School District  
Board of Education  
Organizational Meeting & Regular Meeting  
Tuesday July 7, 2019  
District Office– 4 p.m.

Charles Drexel, President  
Joseph Delgado, Vice President  
Marilyn Adsitt  
Raymond Fell  
Corinne Hammons  
Nancy Hancock  
Grace LoGrande  
Bridgette Waite

MEMBERS PRESENT

Vacant

MEMBERS ABSENT

Harold Dean, Superintendent  
Philip Kenter, School Business Administrator  
Robert Scappatore, Principal  
Michael Gordon, Asst. Principal/Director of Special Ed.  
Kathleen Nolan, District Clerk

ALSO PRESENT

1. 4:03 p.m. meeting called to order and District Clerk  
K. Nolan led the pledge of allegiance.

CALL TO ORDER/  
PLEDGE:

- 2.1 District Clerk administered Oath of Office to reappointed board  
member Grace LoGrande.

NEW BOARD  
MEMBERS

- 3.1 G. LoGrande moved, M. Adsitt seconded nomination of  
Charles Drexel for Board President.

ELECTION OF  
OFFICERS

M. Adsitt moved, B. Waite seconded nominations to be  
closed, carried 7-0, 1 vote cast,

Charles Drexel elected Board President.

- 3.2 Oath of Office administered to President District Clerk Nolan

- 3.3 R. Fell moved, C. Drexel seconded nomination of Joseph  
Delgado for Vice President.

C. Drexel moved, N. Hancock seconded nominations to be closed,  
carried 7-0, 1 vote cast.

Joseph Delgado elected Vice President

- 3.4 Oath of Office administered to Vice President by President C. Drexel.

APPOINTMENT OF  
OFFICERS

4. C. Hammons moved, N. Hancock seconded, carried 8-0 to appoint the following officers for 2020-2021:

- 4.1 Kathleen Nolan, District Clerk
- 4.2 Frank Vu, District Treasurer
- 4.3 Philip Kenter, Deputy Treasurer
- 4.4 Oaths of Office administered to District Clerk and Deputy Treasurer. District Treasurer to be sworn in District Office.

OTHER  
APPOINTMENTS

5. G. LoGrande moved, R. Fell seconded, carried 8-0 to approve the following other appointments for 2020-2021:

- 5.1 School Attorney

Labor & General Counsel:	Guercio & Guercio, LLP
Bond counsel:	McLaughlin Law, PC
Capital Project:	McLaughlin Law, PC

G. LoGrande moved, R. Fell seconded, carried 8-0 to approve the following other appointments for 2020-2021:

- |                                |  |
|--------------------------------|--|
| 5.2 Attendance Officer:        | Kelly Orlando                                    |
| 5.3 Independent Auditor:       | Cullen & Danowski, LLP                           |
| 5.4 Claims Auditor:            | Cerini & Associates, LLP                         |
| 5.5 Records Access Officer:    | Kathleen Nolan                                   |
| 5.6 Asbestos (LEA) Designee:   | Scott Lambeck                                    |
| 5.7 Purchasing Agent:          | Philip Kenter                                    |
| 5.8 504 Compliance Officer:    | Robert Scappatore                                |
| 5.9 Title IX Officers:         | Michael Gordon<br>Kathleen Nolan<br>Roger Foster |
| 5.10 Dignity Act Coordinator:  | Robert Scappatore                                |
| 5.11 Qualified Lead Evaluator: | Robert Scappatore                                |

5.12 Committee on Special Education:

Chairperson	Michael Gordon
Chairperson (no stipend)	Robert Scappatore
Physician	Dr. Jeffrey Hammerman
School Psychologist	Jessica Frost
Nursing Supervisor	Adeline Ruiz
Parent Member	Pending
School Social Worker	Roger Foster

5.13 E-Rate Consultant: Integra Inc.

5.14 403(b) Third Party Administrator: The Omni Group

5.15 Financial Advisor: Piper Jaffray & Co.

5.16 Workers Compensation  
Consultant: USI Insurance Services

5.17 Municipal Fiscal Advisory Service: Munistat Service Inc.

6. R. Fell moved, B. Waite seconded, carried 8-0 DESIGNATIONS  
to approve the following designations for 2020-21:

- |     |   |                                  |
|-----|---|----------------------------------|
| 6.1 | Official Bank Depository:                 | People's United Bank<br>Key Bank |
| 6.2 | Regular Meeting:<br>Education Law 1708    | Fourth Monday of each month      |
| 6.3 | Official Newspaper:<br>Education Law 2004 | Riverhead News-Review            |

7. C. Hammons moved, M. Adsitt seconded, carried 8-0 AUTHORIZATIONS  
to approve the following authorizations for 2020-21:

- 7.1 Superintendent to Certify Payrolls.
- 7.2 Superintendent to Authorize Conference, Convention, and Workshop Attendance.
- 7.3 District Treasurer to Establish \$100.00 Petty Cash Fund.
- 7.4 Treasurer, Superintendent, and School Business Administrator designated as District Check Signers.

7.5 Superintendent to Approve Budget Transfers in the amount not to exceed \$5,000.

7.6 Superintendent to apply for Grants in Aid (Federal and State).

8. G. LoGrande moved, J. Delgado seconded, carried 8-0 to Bond the District Treasurer and the Deputy Treasurer in the amount of \$500,000 for 2020-21.

OFFICIAL  
UNDERTAKINGS

9. M. Adsitt moved, R. Fell seconded, carried 8-0 to to approve the following items for 2020-21:

OTHER

9.1 Re-adopt all previously approved policies and code of ethics in effect during previous year

9.2 Establish the mileage rate according to the Federal set rate for 2020-21.

9.3 Approve the Health Insurance Buyout waiver of family policy at \$4,700 and individual policy at \$2,350 for 2020-21

9.4 Approve the Summer School Rates for 2019:

<u>Position</u>	<u>Hourly Rate</u>
School Psychologist	\$38.30
School Social Worker	\$38.30
Guidance Counselor	\$38.30
Reading Specialist	\$38.30
Speech Teacher	\$38.30
Certified Teacher	\$38.30
Administrative Assistant	\$31.90
Substitute Teacher (Uncertified)	\$31.90
Teaching Assistants	\$19.20
Teacher Aide or 1:1 Aide	\$15.50
Behavioral Support Staff	\$25.50
Behavioral Support Team Leader	\$31.90
Security Staff	\$25.50
Custodian	\$15.50
Network Systems Tech	\$20.00

9.5 Approve the School Year Substitute Rates for 2020-21:

<u>Position</u>	<u>Hourly Rate</u>
Teacher, Related Service Staff	\$130.00/day
Teaching Assistant, Security/Behavior Support, Custodian	\$15.50/hr
Teacher Aide	\$15.50/hr

Teacher Aide (after 5 years of service)	\$16.00/hr
Teacher Aide (after 10 years of service)	\$16.50/hr

9.6 Approve the following Stipends for 2019-20:

Student Resource Coordinator	\$3,000
SSEC (VADIR) Coordinator	\$3,000
CSE Chairperson	\$3,500
District Data Coordinator	\$2,000

THIS CONCLUDES THE BUSINESS OF THE ORGANIZATIONAL MEETING AND  
COMMENCES THE BUSINESS OF THE REGULAR JULY MEETING

1. President Drexel welcomed all. Thank you to all for their efforts in behalf of the students. BOARD PRESIDENTS REPORT
2. Superintendent Dean reported on the following: SUPERINTENDENTS REPORT
  - **District News** – Graduation photos have been uploaded for viewing. Graduation model changed due to COVID, went well for all. Individual ceremony for each graduate made the occasion very personal and was appreciated by all. End of year letters have been sent to staff updating them regarding the current status of the district relating to COVID-19. Summer program safety precautions have been put into place. Current summer program enrollment is 104 students.
  - **Statewide Updates** – Staff has been provided with up-to-date information and apprised of all Executive Orders. Updates relating to travel advisories, special education services, summer food and care, reopening.
  - **Coalition Update** – ESSA accountability assessment is continuing. Soon to be 8 Special Acts; Berkshire is in final audit for closure.
3. R. Scappatore expressed gratitude to be back for the summer program. Model in place to have a 50% capacity, providing for no hallway traffic. Following CDC & NYS guidelines. PRINCIPAL'S REPORT
4. M. Gordon updated on current status of intakes and enrollment: 29 packets, 5 students enrolled. Summer census 112 students with 5-6 expected to transition out end of summer. Stronger start, anticipating upward trend. DIRECTOR'S REPORT

5. R. Fell moved, C. Hammons seconded, carried 8-0 to approve the consent agenda. CONSENT AGENDA

- 5.1 R. Fell moved, C. Hammons seconded, carried 8-0 to approve minutes of the Regular Meeting of Monday June 22, 2020. Minutes

- 5.2 FINANCIAL MATTERS

- a. R. Fell moved, C. Hammons seconded, carried 8-0 to approve the following: Warrants

Warrants: WN-47, WN-48, WN-49

(Other Financial Reports not available at this time, pending year-end closing)

- c. R. Fell moved, C. Hammons seconded, carried 8-0 to approve the following Budget Transfers: Budget Transfers

**Little Flower UFSD - Budget Transfers for June, 2020**

Reference No.	Description	Transaction Date	Total Transfer
80	Needed to pay consultant Ann Romeo's submitted invoice for services rendered through 6/30/2020.	6/30/2020	2,100.00

**Total Transfers:** **2,100.00**

- 5.3 none at this time CSE Recommendations

- 5.4 R. Fell moved, C. Hammons seconded, carried 8-0 to approve the following personnel items: PERSONNEL

- a. Speech - hourly at \$38.30/hr  
Lauren Seiden (2 days per week) Employees Entering District – P/T Temporary (2019-20 Summer Positions)

Administrative Assistant - hourly at \$31.90  
Michelle Fuentes

Guidance – hourly at \$38.30/hr  
Claudia Ruggiere (2 days per week)

Social Worker – hourly at \$38.30/hr  
Roger Foster

School Psychologist – hourly at \$38.30/hr

Jessica Frost  
Karen Errico

Teacher (Certified) – hourly at \$38.30/hr

Marie Caporusso	Karen Hagerman
Robert Casazza	Akkhapol Huse
Shari Casazza	Derek Kendall
Kayla Collazo	Rachel Pacey
Matthew Dixon	Robert Zawolik
Melissa Danowski	

Teacher (Substitute) – hourly at \$31.90/hr

Josie Bailey                      Omar Corridon

Teaching Assistant – hourly at \$19.20/hr

Kenny D'Alessio	Dean Marshall
Vito Giammarella	Debra Saunders-Wilson
Gaye Grandy	Nicholas Velazquez
Margaret Jongebloed	Maureen Vu
Kristen Kestel	Tiffany Wallahora
Paul Maggio	

Teacher Aides – hourly at \$15.50/hr

Shakira Allen	Patricia Lestrangle
Joshua Boerum-Ruhl	Brendan McMahon
Ruth Collier	Ceara-Sineade Nolan
Christine Engelbert	Robert Piecuch
Carla Gitto	Roni Schunk

Custodian - hourly at \$15.50/hr

Jason Slote  
Julian Jordan

Custodian – hourly at \$16.50/hr

Tabbatha Smith

Network System Tech – hourly at \$20.00/hr

Colin Clayton

Behavioral Support Leader – hourly at \$31.90/hr

James Mercurio

Gregory Dates

Behavioral Support /Security – hourly at \$25.50/hr

LaVerne Brown

Dylan Daniels

Sharon Coffey


Kevin Pertillar

- |   |  |                                  |
|---|--|----------------------------------|
| b.  | Authorization to pay an extra assignment stipend of \$45/hr for after hours call-ins for Scott Lambeck to return to campus related to building & grounds emergency situations.   | Extra Assignment Stipend         |
| c.  | In cases of emergency or significant weather conditions where the Superintendent or his/her designee calls for delayed opening or early dismissal of school, staff who are employed on an hourly basis, and who report to work for the entire modified school day, shall be paid for the hours of a standard school day. | Delayed Opening/ Early Dismissal |
| 6.  |  | NEW BUSINESS                     |
| 6.1   | B. Waite moved, M. Adsitt seconded, carried 8-0 to approve the 2020-21 Board Meeting Calendar.   | 2020-21 BOE Meeting Calendar     |
| 6.2   | G. LoGrande moved, M. Adsitt seconded, carried 8-0 to approve the Little Flower Children & Family Services Contract for Services for 2020-21 in the amount of \$132,000.   | LFCFS Service Contract           |
| 6.3   | N. Hancock moved, B. Waite seconded, carried 8-0 to accept the proposal for Independent (External) Audit Services for June 30, 2021 from Cullen & Danowski, LLP (at the maximum cost of \$29,950) with an option to renew for 2022 through 2025.   | Indedpendent Audit Services      |
| <p>President Drexel informed members of the vacant position on the Audit Committee.<br/>B. Waite has accepted the position.</p> |  |                                  |
| 6.4   | C. Hammons moved, J. Delgado seconded, carried 8-0 to approve the Intermunicipal Agreement with Riverhead CSD for provision of fueling certain LFUFSD-owned vehicles.  | Intermunicipal Agreement – Fuel  |



- 6.4 J. Delgado, B. Waite seconded, carried 8-0 to approve the Intermunicipal Agreement with Riverhead CSD for provision of inspection, maintenance and repair of LFUFSD vehicles. Intermunicipal Agreement- Maintenance
7. All members: Board Forum
- President Drexel thanked all members for their vote of confidence.  
Congratulations to all officers.  
BOE is thankful for the all the leadership has brought to the district to elevate and move forward.  
Congratulations of the summer program plans  
Grateful for the combined efforts of the school and agency under the leadership of both Harry & Corinne to deal with the rough road ahead.
8. At 4:50 pm R. Fell moved, N. Hancock seconded, carried 8-0 to adjourn. Adjournment

Respectfully submitted,



Kathleen A. Nolan

District Clerk

Approved: September 28, 2020