

Little Flower Union Free School District
Board of Education
Organizational Meeting & Regular Meeting
Tuesday July 13, 2021
District Office– 4 p.m.

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

MEMBERS PRESENT

none

MEMBERS ABSENT

Harold Dean, Superintendent
Michael Gordon, Asst. Principal/Director of Special Ed.
Kathleen Nolan, District Clerk / School Business Assistant

ALSO PRESENT

1. 4:01 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 Nancy Hancock.

NEW BOARD
MEMBERS

- 3.1 N. Hancock moved, M. Adsitt seconded nomination of
Charles Drexel for Board President.

ELECTION OF
OFFICERS

N. Hancock moved, M. Adsitt seconded nominations to be
closed, carried 8-0, 1 vote cast,

Charles Drexel elected Board President.

- 3.2 Oath of Office administered to President District Clerk Nolan

- 3.3 C. Hammons moved, M. Adsitt seconded nomination of Joseph
Delgado for Vice President.

C. Hammons moved, M. Adsitt seconded nominations to be closed,
carried 8-0, 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. F. Caliguiri moved, C. Hammons seconded, carried 8-0 to appoint the following officers for 2021-2022:

4.1 Harold J. Dean, Superintendent

4.2 Kathleen Nolan, District Clerk

4.3 Frank Vu, District Treasurer

4.4 Michael Gordon, Deputy Treasurer

4.5 Oaths of Office administered to Superintendent, District Clerk and Deputy Treasurer. District Treasurer to be sworn in District Office.

OTHER
APPOINTMENTS

5. N. Hancock moved, G. LoGrande seconded, carried 8-0 to approve the following other appointments for 2021-2022:

5.1 School Attorney

Labor & General Counsel:

Bond counsel:

Capital Project:

Guercio & Guercio, LLP

Whiteman, Osterman & Hanna LLP

Whiteman, Osterman & Hanna LLP

N. Hancock moved, G. LoGrande seconded, carried 8-0 to approve the following other appointments for 2021-2022:

5.2 Attendance Officer: Kelly Orlando

5.3 Independent Auditor: Cullen & Danowski, LLP

5.4 Claims Auditor: Cerini & Associates, LLP

5.5 General Accounting: PKF O'Connor, Davies

5.6 School Physician: Rocky Point Medical / Dr. John Gil

5.7 Records Access Officer: Kathleen Nolan

5.8 Asbestos (LEA) Designee: Richard Scappatore

5.9 Purchasing Agent: Harold Dean

5.10 504 Compliance Officer: Robert Scappatore

- 5.11 Title IX Officers: Michael Gordon
Kathleen Nolan
Roger Foster
- 5.12 Dignity Act Coordinator: Robert Scappatore
- 5.13 Qualified Lead Evaluator: Robert Scappatore
Michael Gordon
- 5.14 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 |
- 5.15 E-Rate Consultant: Integra Inc.
- 5.16 403(b) Third Party Administrator: The Omni Group
- 5.17 Financial Advisor: Piper Jaffray & Co.
- 5.18 Workers Compensation Consultant: USI Insurance Services
- 5.19 Municipal Fiscal Advisory Service: Munistat Service Inc.

6. B. Waite, M. Adsitt seconded, carried 8-0 DESIGNATIONS
to approve the following designations for 2021-22:

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

7. J. Delgado moved, F. Caliguiri seconded, carried 8-0 AUTHORIZATIONS
to approve the following authorizations for 2021-22:

- 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 Assistant 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).

OFFICIAL
UNDERTAKINGS

- 8. M. Adsitt moved, F. Caliguiri seconded, carried 8-0 to Bond the District Treasurer and the Deputy Treasurer in the amount of \$500,000 for 2021-22.

OTHER

- 9. B. Waite moved, C. Hammons seconded, carried 8-0 to to approve the following items for 2021-22:
 - 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 2021-22.
 - 9.3 Approve the Health Insurance Buyout waiver of family policy at \$4,700 and individual policy at \$2,350 for 2021-22.
 - 9.4 Approve the Summer School Rates for 2021:

<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

9.5 Approve the School Year Substitute Rates for 2021-22:

<u>Position</u>	<u>Hourly Rate</u>
Teacher, Related Service Staff	\$130.00/day
Teaching Assistant, Security/Behavior	
Support, Custodian	\$16.00/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 2021-22:

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

4:10 p.m. Ray Fell entered meeting

1. President Drexel welcomed all. Thank you to all for their efforts and dedication in facing the significant challenges this year has brought.

BOARD PRESIDENTS
REPORT
2. Superintendent Dean reported on the following:

SUPERINTENDENTS
REPORT

 - **District News** – Consolidated IDEA application is underway. Successful Graduation ceremony held, with many in attendance. Summer session and Afterschool programs are underway. Final draft of the Board Calendar for adoption.
 - **Regional Updates** – SCSSA goals to be reviewed and new objectives to be shared at a later date.
 - **Statewide Update** –NYSED memo announcing suspension of accountability designations and APPR for 2020-2021 due to pandemic. AAS Special Acts -70821 proposed accountability model for special acts under ESSA. NYSSBA School Law Conference power point presentations shared.
3. M. Gordon spoke on the strong start for summer session, 102 students enrolled, 40/50 intakes being reviewed for Summer and September. In school lunch to be restored. Work Based Learning opportunities for LIVESS students, ordering and delivering of lunches to classrooms.

PRINCIPAL'S /
DIRECTOR'S REPORT

Afterschool Enrichment Program will host 25-30 students daily. 2-3 clubs will meet daily. Offerings will include – Weight lifting, Fashion, School Newspaper, Video & Culinary. Pilot program is being developed and will continue in September.

4. R. Fell moved, M. Adsitt seconded, carried 9-0 to approve the consent agenda. **CONSENT AGENDA**
- 4.1 R. Fell moved, M. Adsitt seconded, carried 9-0 to approve minutes of the Regular Meeting of Monday June 21, 2021. **Minutes**
- 4.2 **FINANCIAL MATTERS**
- a. R. Fell moved, M. Adsitt seconded, carried 9-0 to approve the following: **Warrants**
- Warrants: WN-47, WN-48, WN-49, & WN-51
- b. R. Fell moved, M. Adsitt seconded, carried 9-0 to approve The following Budget Transfers: **Budget Transfers**

06/09/21 **LITTLE FLOWER UFSD**
BUDGET TRANSFER SCHEDULE - JUNE 2021

SALARIES

ACCOUNT	DESCRIPTION	TRANSFER IN	TRANSFER OUT
A1310.15	BUSINESS OFFICIAL INSTR SALARIES		9,500.00
A1310.16	BUSINESS STAFF SALARIES	2,500.00	
A2020.16	BLDG OFFICE STAFF SALARIES	7,000.00	
A2110.12	TEACHER INSTR SALARIES		5,000.00
A2110.121	TEACHER INSTR SALARIES - EXTRA	5,000.00	
A2815.15	SPEECH INSTR SALARIES		19,000.00
A2820.15	PSYCHOLOGIST INSTR SALARIES		10,000.00
A2825.15	SOCIAL WKR INSTR SALARIES	29,000.00	
A9060.80	HEALTH INSURANCE (NYSHIP)		73,000.00
A9089.80	OTHER - SICK/PERS/VAC LEAVE BUYOUT	73,000.00	
TOTAL TRANSFER		116,500.00	116,500.00
NET TRANSFER			0.00

06/21/21 LITTLE FLOWER UFSD

BUDGET TRANSFER SCHEDULE - JUNE 2021

BUDGET SPEND-DOWN

ACCOUNT	DESCRIPTION	TRANSFER IN	TRANSFER OUT
A1310.15	BUSINESS OFFICIAL INSTR SALARIES		10,000.00
A1310.40	BUSN/DISTRICT CONTRACTUAL	10,000.00	
A1620.20	O&M - EQUIPMENT		12,000.00
A1620.401	O&M - TELEPHONE/INTERNET		8,000.00
A1620.43	O&M - FUEL OIL EXPENDITURES		12,000.00
A1620.45	O&M - MATERIALS & SUPPLIES		10,000.00
A1621.16	MAINT/CUSTODIAL SALARIES		8,000.00
A1620.40	O&M - CONTRACTUAL	50,000.00	
A2110.16	TCHG ASST/T AIDE SALARIES		4,000.00
A2110.161	TCHG ASST/T AIDE SALARIES - EXTRA	4,000.00	
A2250.16	1:1 AIDE SALARIES		90,000.00
A2110.40	INSTRUCTIONAL - CONTRACTUAL	50,000.00	
A2110.4503	SUPPLIES - COMPUTER	20,000.00	
A2110.4504	SUPPLIES - TEXTS/ WKBKS/ CURRICULUM	20,000.00	
TOTAL TRANSFER		154,000.00	154,000.00
NET TRANSFER			0.00

06/30/21 LITTLE FLOWER UFSD

BUDGET TRANSFER SCHEDULE - FINAL 2020-21

GENERAL FUND

ACCOUNT	DESCRIPTION	TRANSFER IN	TRANSFER OUT
A1310.15	BUSINESS OFFICIAL INSTR SALARIES		820.00
A1310.16	BUSINESS STAFF SALARIES	820.00	
A9789.7	DEBT COST REIMB LFCFS / INTEREST		330.00
A9789.6	DEBT COST REIMB LFCFS / PRINCIPAL	330.00	
TOTAL TRANSFER		1,150.00	1,150.00
NET TRANSFER			0.00

BUDGET TRANSFER SCHEDULE - FINAL 2020-21

FEDERAL FUND

ACCOUNT	DESCRIPTION	TRANSFER IN	TRANSFER OUT
F2110.45	SUPPLIES - TITLE I PART A		100.00
F2110.80	EMPL BENEFITS - TITLE I PART A	100.00	
F2610.40	STAFF DEVEL - TITLE II		28.00
F2610.49	BOCES SERV - TITLE II	28.00	
TOTAL TRANSFER		128.00	128.00
NET TRANSFER			0.00

- c. R. Fell moved, M. Adsitt seconded, carried 9-0 to approve receipt of the Enrollment Projection for June 2021.

Enrollment Projection

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

- 4.3 none at this time CSE
Recommendations
- 4.4 R. Fell moved, M. Adsitt seconded, carried 9-0 to approve PERSONNEL
approve the following personnel items:
- a. Speech - hourly at \$38.30/hr Employees Entering
Kristie Hacker (2 days per week) District – P/T Temporary
(2020-21 Summer
Positions)
- Administrative Assistant - hourly at \$31.90
Michelle Letizia
- Guidance – hourly at \$38.30/hr
Michelle Letizia (2 days per week)
- Social Worker – hourly at \$38.30/hr
Roger Foster
- School Psychologist – hourly at \$38.30/hr
Jessica Frost
Gabrielle Calabrese
- Teacher (Certified) – hourly at \$38.30/hr
Denise Allen Karen Hagerman
Justin Clinton Derek Kendall
Marie Caporusso Paul Maggio
Robert Casazza Rachel Pacey
Kayla Collazo Steven Tuttle
Kenneth D'Alessio Robert Zawolik
Melissa Danowski
- Teacher (Substitute) – hourly at \$31.90/hr
Gaye Grandy Michelle Smith
Omar Corridon
- Teaching Assistant – hourly at \$19.20/hr
Ruth collier Ceara-sineade Nolan
Christine Engelbert Debra Saunders-Wilson
Vito Giammarella Tabbatha Smith

Teaching Assistant – hourly at \$19.20/hr (con't.)

Gaye Grandy	Nicholas Velazquez
Margaret Jongebloed	Maureen Vu
Kristen Kestel	Tiffany Wallahora
Michelle Nizza	Barbara Wright

Teacher Aides – hourly at \$15.50/hr

Gina Battelli	Alexandra Festa
Samantha Bonello	Katherine Peterson
Christian Buglione	Robert Piecuch
Ruth Collier	Alana Ponce
Genna Consalazio	Samara Santiago
Kayla Cosgrove	Roni Schunk
Kevin Cowles	Ashley Seiter
Jennifer Crowley	Jenna Santoriello
Giana DeSantis	Stephanie Timoney
Thomas Ekstrom	

Custodian - hourly at \$16.00/hr

Robert Zawolik
Vito Giammarella

Behavioral Support Leader – hourly at \$31.90/hr

James Mercurio

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

Josie Bailey	Kevin Pertillar
La'Verne Brown	Ryan Sloan
Brendan McMahon	Jason Slote

- | | |
|--|--|
| | Extra Assignment |
| d. Authorization to pay an extra assignment stipend of \$45/hr for after hours call-ins for Richard Scappatore to return to campus related to building & grounds emergency situations. | Stipend |
| c. Establish one Account Clerk position, 0.5 FTE, effective July 19, 2021. Salary and benefits per Non-Unit Staff Agreement. | Staffing Positions |
| d. Ashley Harlin, School Attendance Aide / Account Clerk, 1.0 FTE effective July 19, 2021, salary and benefits per Non-Unit Staff Agreement. | Employees Entering District –P/T Permanent |

- e. 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

- f. Memorandum of Agreement dated July 1, 2021 between the Little Flower UFSD and School Principal, Robert J. Scappatore.

Employment Terms

Memorandum of Agreement dated July 1, 2021 between the Little Flower UFSD and Assistant Principal, Michael Gordon.

Memorandum of Agreement dated July 1, 2021 between the Little Flower UFSD and School Business Assistant, Kathleen Nolan.

Memorandum of Agreement dated July 1, 2021 between the Little Flower UFSD and District Treasurer, Francis Vu.

Memorandum of Agreement dated July 1, 2021 between the Little Flower UFSD and Superintendent Secretary, Kelly Fox.

5.

NEW BUSINESS

- 5.1 J. Delgado moved, B. Waite seconded, carried 9-0 to approve the Little Flower Children & Family Services Contract for Services for 2021-22 in the amount TBD.

LFCFS Service
Contract

- 5.2 C. Hammons moved, F. Caliguiri seconded, carried 9-0 to approve the Intermunicipal Agreement with Riverhead CSD for provision of fueling certain LFUFSD-owned vehicles.

Intermunicipal
Agreement – Fuel

- 5.3 R. Fell moved, F. Caliguiri seconded, carried 9-0 to approve the Intermunicipal Agreement with Riverhead CSD for provision of inspection, maintenance and repair of LFUFSD vehicles.

Intermunicipal
Agreement- Maintenance

- 5.4 M. Adsitt moved, B. Waite seconded, carried 9-0 to approve the Terms and Benefits of Employment for Non-Unit Staff effective July 1, 2021.

Non-Unit Terms
and Benefits of
Employment

- 5.5 J. Delgado moved, M. Adsitt seconded, carried 9-0 to approve the following addendum to the Superintendent Contract:

Superintendent Contract
Addendum

BE IT RESOLVED that the Board of Education approves the contract of the Superintendent of Schools covering the period July 1, 2021 through June 30, 2026 which, beginning with its effective date, supersedes any and all prior contracts between the Superintendent and the District; and

BE IT FURTHER RESOLVED, the Board of Education authorizes the Board President to execute the contract.

- 5.6 R. Fell moved, M. Adsitt seconded, carried 9-0 to approve the following: Superintendent Business Office Services Agreement

BE IT RESOLVED that the Board of Education approves the business office services agreement of the Superintendent of Schools covering the period July 1, 2021 through June 30, 2022, renewable annually at the discretion of the Board; and

BE IT FURTHER RESOLVED, the Board of Education authorizes the Board President to execute the contract.

- 5.7 F. Caliguiri moved, R. Fell seconded, carried 9-0 to approve the Consultant Agreement with Rocky Point Medical Care / Dr. John Gil for provision of school physician services Consultant Agreement - School Physician

- 5.8 M. Adsitt moved, B. Waite seconded, carried 9-0 to approve the Consultant Agreement with Ann Romeo for provision of school business services. Consultant Agreement - Ann Romeo

- 5.9 F. Caliguiri moved, J. Delgado seconded, carried 9-0 to approve the Consultant Agreement with William Glasshagel for provision of intake/enrollment services. Consultant Agreement - William Glasshagel

6. BOARD POLICIES

- 6.1 C. Hammons moved, F. Caliguiri seconded, carried 9-0 to Approve the following written policy for a "second" reading: Board Policies Second Reading

Smoking, Tobacco, and Cannabis (Marijuana) Use (#5640)

7. All members: Board Forum

Member N. Hancock – New school year off to a good start, good staff in place, leadership stable and strong BOE.

Member R. Fell – Congrats to all, looking forward to a great year, with pandemic hopefully in rearview.

Member C. Hammons – AWOLS continuing to work through the issues.

Member B. Waite – Congrats to all. Updates on Autism Program? Are there enough students with diagnosis to start class?

Member M. Adsitt – Challenging year, all have done a phenomenal job. Graduation Ceremony in June was an exciting and beautiful experience.

Vice-President J. Delgado – Thanks to all for the welcoming experience at Graduation. Looking forward to a great year and focusing on work experiences for the students.

Member F. Caliguiri – Congrats to all. First year on BOE has been an enlightening experience. Happy to be a part of it.

Member G. LoGrande – How moving the graduation ceremony is.

President C. Drexel – Thanks to all, looking forward to possibility of in person meetings beginning in September. Hope all have an enjoyable summer.

8. At 4:56 pm J. Delgado moved, G. LoGrande seconded, carried Adjournment
9-0 to adjourn.

Respectfully submitted,



Kathleen A. Nolan
District Clerk

Approved: September 13, 2021