

AGENDA

**Glen Cove Board of Education
Board of Education
BOE Meeting
Monday, March 27, 2017, 7:30 pm - 9:30 pm
Gribbin School**



I. Opening Ceremony

Salute to Flag and Moment of Silence

- a. Role Call

II. Approval of Minutes of the Board of Education Meeting

Minutes of March 13, 2017 - Presented by District Clerk

III. Committee Reports

- a. Audit Committee

Amy Franklin
Maureen Pappachristou

- b. Facilities Committee

David Huggins
Alex Juarez
Gail Nedbor-Gross

- c. Policy Committee

Gail Nedbor-Gross
Maria Venuto

- d. Technology Committee

Barrie Dratch

- e. Nutrition and Wellness

Maureen Pappachristou
Maria Venuto

IV. Superintendent Report

- a. Updates

1. 2017 - 2018 Budget Presentation

- b. Calendar

V. Public Participation

This section gives opportunity to residents who wish to raise a question or make a brief statement on agenda items.

VI. Instructional Report

- a. Committee on Special Education

VII. Business Affairs

- a. Finance

1. Financials

- a. Bank Reconciliations for the month of February 2017

- b. Check Registers for the periods 2/11/17 through 2/28/17 and 3/1/17 through 3/15/17

- b. Operations

1. Appointment of Board of Registration Members

2. Regional Summer School Program Agreement

3. Adoption of 2016-2017 District Safety Plan

4. Cooperative Bid

5. Cooperative Bid with North Shore UFSD

6. Appointment of Deputy Treasurer

7. Budget Transfers

VIII. Personnel

a. Certified

1. Notice of Tenure
2. Appointment of Spring Coaches
3. Request for Leaves of Absence
 - a. Comments
4. Resignations
 - a. Comments

b. Classified

1. Appointment of School Monitors
 - a. Comments

2. Resignation

IX. New Business

- a. Policy #2210: Committees of the Board - First Reading
- b. Policy #5572: Audit Committee - First Reading
- c. Policy #6120: Equal Employment Opportunity - First Reading

X. Unfinished Business

XI. Public Participation

This section gives opportunity to resident who wish to raise a question or make a brief statement on mattes including, but not limited to, agenda items.

XII. Executive Session (if necessary)

XIII. Adjournment

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IV. Superintendent's Report

b. Calendar

March 27	Monday	BOE Regular Meeting Executive Session – 6:15 pm Regular Meeting to Reconvene – 7:30 pm Gribbin School
28	Tuesday	Connolly PTA meeting – 7 pm
29	Wednesday	Deasy PTA meeting – 7 pm
30	Thursday	
31	Friday	Middle School Play High School Senior Fashion Show – 7:30 pm
April 3	Monday	BOE Regular Meeting Executive Session – 6:15 pm Regular Meeting to Reconvene – 7:30 pm Connolly School
4	Tuesday	HS Booster Club Meeting – 7 pm
5	Wednesday	MS PTA Meeting – 7:30 pm
6	Thursday	Nutrition & Wellness Committee – 4:30 pm – Location TBD
7	Friday	Facilities Committee - 8:30 am – Thayer House - Tentative
10-17		SPRING RECESS
18	Tuesday	Connolly/Gribbin Joint PTA Meeting @ Gribbin – 7 pm
19	Wednesday	Technology Committee – 4 pm – HS Library PTA Council Meeting – 7 pm – HS Cafeteria
20	Thursday	BOE Regular Meeting Budget Adoption/BOCES vote Executive Session – 6:15 pm Regular Meeting to Reconvene – 7:30 pm Middle School
21	Friday	
24	Monday	
25	Tuesday	Deasy/Landing PTA Meeting – 7 pm
26	Wednesday	HS/MS/SEPTA PTA Meeting – 7:30 pm – HS Cafeteria
27	Thursday	
28	Friday	
May 1	Monday	PTA COUNCIL – MEET THE CANDIDATES NIGHT – 7 pm – MS
2	Tuesday	
3	Wednesday	
4	Thursday	
5	Friday	
8	Monday	BOE Budget Hearing & Regular Meeting Executive Session – 6:15 pm Regular Meeting to Reconvene – 7:30 pm High School
9	Tuesday	
10	Wednesday	Connolly PTA Meeting
11	Thursday	
12	Friday	

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VI. Instructional Report

a. Committee on Special Education

RESOLVED, on the recommendation of the Superintendent of Schools, the Board of Education approves the recommendations of the Committee on Special Education for Initial Placement Programs/Services for cases listed as per the attached from meetings and approves the authorization of funds to implement the special education programs and services.

VII. Business Affairs

b. Operations

1. Appointment of Board of Registration Members

BE IT RESOLVED, by the Board of Education of the City School District of Glen Cove, New York, that the following named member is hereby appointed as member of the Board of Registration for the purpose of registering those qualified voters who are not registered under permanent personal registration, or on the list furnished by the Nassau County Board of Elections.

Donna Van Allen	Connolly School
Anne Capobianco	Connolly School
Debbie Mercante	Deasy School
Maria DeRosa	Deasy School
Maria Basile	Gribbin School
Donna Scherr	Gribbin School
Carol Testa	Landing School
Rocio Trotto	Landing School
Jeanna Ranieri	Finley Middle School
Donna Pascarelli	Finley Middle School
Theresa Molesky	High School
Suzanne Rant	High School
Karen Ayala	High School
Lorena Morissey	Thayer House
Pauline Walton	Thayer House

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VII. Business Affairs

b. Operations

2. Regional Summer School Program Agreement

RESOLVED, on the recommendation of the Superintendent of Schools, the Board of Education approves the Regional Summer School Program Agreement between the Glen Cove City School District and Nassau BOCES for July/August 2017 as outlined on the attached contract and authorizes the President of the Board of Education to sign such contract upon approval.

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VII. Business Affairs

b. Operations

3. Adoption of District Wide School Safety Plan

RESOLVED, on the recommendation of the Superintendent of Schools, the Board of Education adopts the District Wide School Safety Plan for the 2016 – 2017 school year.

Regular Meeting – Board of Education – March 27, 2017

VII. Business Affairs

b. Operations

4. Cooperative Bid

For the purposes of participating in cooperative bids for: Blinds & Shades & Stage Curtain cleaning, Burners & Boiler Service, Carpet & Tile Installation, Ceiling Tile, Custodial Equipment Repair, Custodial Supplies & Green Products, Door install installation & repair, Drag Mop Rental, Dumpsters, Electrical Supplies, Electrician Service, Elevator Maintenance (North/South Shore), Emergency Generator Service, Equipment rental, Fence Installation & repair, Fire Extinguisher service, Fuel tank alarm/ tank/manhole repairs, Geese-dog service, General A/C Refrigeration Repairs & Service, General Boiler Welding, Grounds Equipment Repair, Gym Equipment Inspection & Repair, Irrigation installation & service /well installation, Kitchen Equipment Repairs, Landscaping, Lock Supplies, Locksmith Services, Lumber & Masonry supplies, Minor Construction Repairs, Organic Lawn care/ Field maintenance & Supplies, PA Intercom & Master Clock Service, Paint & Associated Supplies, Painting Service, Pest Control Services, Playground Equipment Repair, Plumbing Services/Backflow Testing and Repair, Plumbing Supplies, Pneumatic Controls, Pump & Motor Repair, Port-a-Potties, Roof Repairs, Signs & Associated Supplies, Sitework, Asphalt Concrete-Lot Sweeping, Slate Roof Repair, Split AC Units, Steam Traps & Parts, Storm Drains, Theatrical Lighting & Stage rigging, Track, tennis/ playground resurfacing & repair, Trash Bag, Tree Cutting & Pruning, Uniform Purchase, Universal Waste Recycling, Window glazing repairs parts & replacement.

WHEREAS, the Boards of Education of the:

Baldwin SD, Bellmore SD, Bellmore-Merrick Central HS SD, Bethpage SD, Carle Place SD, East Meadow SD, East Rockaway SD, East Williston SD, Elmont SD, Floral Park-Bellerose, Freeport SD, Garden City SD, Glen Cove SD, Great Neck SD, Herricks SD, Hewlett-Woodmere SD, Hicksville SD, Island Trees SD, Jericho SD, Lawrence SD, Levittown SD, Long Beach SD, Lynbrook SD, Malverne SD, Manhasset SD, Massapequa SD, Mineola SD, North Bellmore SD, North Merrick SD, North Shore SD, Oceanside SD, Plainedge SD, Plainview-Old Bethpage SD, Port Washington SD, Rockville Centre SD, Roosevelt SD, Seaford SD, Syosset SD, Uniondale SD, Valley Stream 30 SD, Valley Stream Central HS SD, Wantagh SD, Westbury SD, West Hempstead SD, School Districts.

Desire to participate in a Cooperative for the purpose of competitive bidding during the 2017/2018 school year as authorized by General Municipal Law Section 119-o.

Whereas, the cooperative requires each Board of Education through its Assistant Superintendent for Business or designee, to assume responsibility for drafting specifications, advertising for bids, receiving, opening and tabulating bids and reporting the results for each of the bids to the participating school districts.

NOW, THEREFORE, BE IT RESOLVED, that the Glen Cove School District, be and hereby authorized to participate as a member of the above-described cooperative for purposes of, cooperative bidding conducted in conjunction with the Boards of Education of Baldwin SD, Bellmore SD, Bellmore-Merrick Central HS SD, Bethpage SD, Carle Place SD, East Meadow SD,

East Rockaway SD, East Williston SD, Elmont SD, Floral Park-Bellerose, Freeport SD, Garden City SD, Glen Cove SD, Great Neck SD,, Herricks SD, Hewlett-Woodmere SD, Hicksville SD, Island Trees SD, Jericho SD, Lawrence SD, Levittown SD, Long Beach SD, Lynbrook SD, Malverne SD, Manhasset SD, Massapequa SD, Mineola SD, North Bellmore SD, North Merrick SD, North Shore SD, Oceanside SD, Plainedge SD, Plainview-Old Bethpage SD, Port Washington SD, Rockville Centre SD, Roosevelt SD, Seaford SD, Syosset SD, Uniondale SD, Valley Stream 30 SD, Valley Stream Central HS SD, Wantagh SD, Westbury SD, West Hempstead SD, for the bids noted above.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the Assistant Superintendent for Business or her designee assume responsibility for all tasks related to preparation, receipt and reporting of bids in connection with such cooperative bidding. Any award of any contract pursuant to these cooperative bids will be made by the Board of Education.

VII. **Business Affairs**

b. Operations

5. Cooperative Bid with North Shore UFSD

For the purposes of participating in cooperative bids for: **Carpentry Supplies, Electrical Supplies and Plumbing Supplies**

WHEREAS, the Boards of Education of the:

Glen Cove CSD and North Shore UFSD

Desire to participate in a Cooperative for the purpose of competitive bidding during the 2017/2018 school year as authorized by General Municipal Law Section 119-o.

WHEREAS, the cooperative requires each Board of Education through its Assistant Superintendent for Business or designee, to assume responsibility for drafting specifications, advertising for bids, receiving, opening and tabulating bids and reporting the results for each of the bids to the participating school districts.

NOW, THEREFORE, BE IT RESOLVED, that the Glen Cove School District, be and hereby authorized to participate as a member of the above-described cooperative for purposes of, cooperative bidding conducted in conjunction with the Boards of Education of **North Shore UFSD**, for the bids noted above.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the Assistant Superintendent for Business or her designee assume responsibility for all tasks related to preparation, receipt and reporting of bids in connection with such cooperative bidding. Any award of any contract pursuant to these cooperative bids will be made by the Board of Education.

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VII. **Business Affairs**

b. Operations

6. Appointment of Deputy Treasurer

Recommend the Board of Education appoint **Victoria Galante** as Deputy Treasurer for the **2016 – 2017** school year, and further, that she be bonded in the amount of **\$1,000,000**. The Board President advises that the Deputy Treasurer and either the President of the Board of Education or the District Clerk, in the absence of the District Treasurer, be authorized as the signatory on all district checks issued by the Glen Cove School District.

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VII. Business Affairs

b. Operations

7. Budget Transfer

Resolved, on the recommendation of the Superintendent of Schools, the Board of Education approves the following transfer:

Amount	From	Description	To	Description
\$16,000	A2330 153	Salaries – Summer of Success	A1420 400	Legal Retainer
\$9,000	A2330 153	Salaries – Summer of Success	A1420 401	Other Legal Expense

*To fund legal budget lines for expense March – June.

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VIII. Personnel

a. Certified

- 1. Notice of Tenure**
- 2. Appointment of Spring Coaches**
- 3. Request for Leaves of Absence**
 - a. Comments**
- 4. Resignations**
 - a. Comments**

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VIII. Personnel

b. Classified

- 1. Appointment of School Monitors**
 - a. Comments**
- 2. Resignation**

SUBJECT: COMMITTEES OF THE BOARD

The Board and/or the President of the Board may at its discretion establish committees for the purpose of undertaking a specific task in connection with Board activity. These committees, however, cannot make legal decisions for the entire Board.

At the request of the Board, the President shall appoint temporary committees consisting of less than a quorum of the full membership for special purposes. These committees shall be discharged on the completion of their assignment. The President of the Board shall be an ex-officio member of such committees.

The Board of Education recognizes that it may be necessary from time to time to authorize advisory committees for the purpose of enlisting opinions and counsel of the general public. Such committees shall be appointed by the Board of Education. The Board has the right to accept, reject or modify all or any part of a committee recommendation.

Audit Committee

By January 1, 2006, the Board will establish an audit committee, *consisting of three members*, to oversee, and report to the Board on, the annual audit of the District.

Visitation Committees

The Board of Education shall appoint one (1) or more committees to visit every school or department at least once annually prior to the start of the academic school year, with additional visitations as needed, and report on their conditions at the next regular meeting of the Board.

Education Law Sections 1708, 2116-c and 4601

NOTE: Refer also to Policy #5572 -- Audit Committee

Revised: November 18, 2013

Non-Instructional/Business
Operations**SUBJECT: AUDIT COMMITTEE**

An Audit Committee shall be established by Board resolution. The Audit Committee will *may* consist of *three members of* the Board of Education ~~as a whole~~ *or may include persons other than Board Members, if the Board deems that such composition is advisable to provide the requisite accounting, auditing or financial reporting knowledge.*

Employees of the District are prohibited from serving on the Audit Committee. Members of the Audit Committee shall be deemed School District Officers.

The role of the Audit Committee shall be advisory unless the Audit Committee consists of at least a quorum of Board members, and any recommendations it provides to the Board shall not substitute for any required review and acceptance by the Board of Education.

The responsibilities of the Audit Committee include the following:

- a) Provide recommendations regarding the appointment of the External (Independent) Auditor for the District;
- b) Meet with the External (Independent) Auditor prior to commencement of the audit;
- c) Review and discuss with the External (Independent) Auditor any risk assessment of the District's fiscal operations developed as part of the Auditor's responsibilities under governmental auditing standards for a financial statement audit and federal single audit standards if applicable;
- d) Receive and review the draft annual audit report and accompanying draft management letter and, working directly with the External (Independent) Auditor;
- e) Review every corrective action plan developed by the School District.

Additional responsibilities of the Audit Committee include: assisting in the oversight of the Internal Audit Function including, but not limited to, providing recommendations regarding the appointment of the Internal Auditor; reviewing significant findings and recommendations of the Internal Auditor; monitoring the School District's implementation of such recommendations; and evaluating the performance of the Internal Audit Function.

The Audit Committee may conduct an Executive Session pursuant to Public Officers Law Section 105 pertaining to only the following matters:

- a) To meet with the External (Independent) Auditor prior to commencement of the audit;

(Continued)

Non-Instructional/Business
Operations**SUBJECT: AUDIT COMMITTEE (Cont'd.)**

- b) To review and discuss with the External (Independent) Auditor any risk assessment of the District's fiscal operations developed as part of the Auditor's responsibilities under governmental auditing standards for a financial statement audit and federal single audit standards if applicable; and
- c) To receive and review the draft annual audit report and accompanying draft management letter and, working directly with the External (Independent) Auditor, assist the Board of Education in interpreting such documents.

Any Board member who is not a member of the Audit Committee may be allowed to attend an Audit Committee meeting if authorized by a Board resolution. However, if such Board member's attendance results in a meeting of a quorum of the full Board, any action taken by formal vote may constitute official Board action.

105(d)

Education Law Sections 2116-c, and 3811-3813
Public Officers Law Sections 105(b), 105(c) and

8 New York Code of Rules and Regulations
(NYCRR) Section 170.12(d)

Adopted: 12/19/05

Audit Committee Charter

By resolution dated *INSERT NEW DATE* ~~January 9, 2006~~, the Board of Education of the Glen Cove City School District has established an audit committee as required by Education Law § 2116-c. The audit committee acts in advisory capacity to assist the Board with overseeing the District's internal audit function and external audit.

Mission

The audit committee will ensure the District's fiscal accountability by providing independent assistance to the Board in the oversight of the external and internal audits.

Membership

The audit committee is *may be* composed of *three members of* the Board of Education *or may include persons other than Board Members if the Board deems that such composition is advisable to provide the required accounting, auditing and financial reporting knowledge.*

Members of the audit committee are school district officers. Each member must take the District's oath of office. In addition, committee members may not reveal any confidential information obtained during the exercise of their duties.

The audit committee must collectively possess knowledge in accounting, auditing, financial reporting and school district finances. The following individuals are prohibited from serving on the audit committee:

- An employee of the District;
- An individual who within the last two years provided or currently provide services or goods to the District;
- An individual who owns or has a direct and material interest in a company providing goods or services to the District; and
- A close or immediate family member of an employee, officer or contractor providing goods or services to the District. The term "close or immediate family member" includes parent, sibling, nondependent child, spouse, spouse equivalent or dependent, whether or not related.

Duties

- Provide recommendations regarding the appointment of the external auditor for the District;
- Meet with the external auditor before the audit;
- Review and discuss with the external auditor any risk assessment of the District's fiscal operations developed as part of the auditor's responsibilities under governmental auditing standards for a financial statement audit and federal single audit standards if applicable;
- Receive and review the draft annual audit report and draft management letter and, working directly with the external auditor, assist the Board in interpreting these documents;
- Make a recommendation to the Board on whether to accept the annual audit report;
- Review every corrective action plan that Education Law §2116-c requires school districts to develop and assist the Board in the implementation of this plan;
- Assist in the oversight of the internal audit function, including, but not limited to:

- Providing recommendations regarding the appointment of the internal auditor for the District;
- Reviewing significant findings and recommendations of the internal auditor
- Monitoring the District's implementation of the internal auditor's recommendations; and
- Participating in the evaluation of the performance of the internal audit function.
- Report on its activities on an as-needed basis, but not less than annually. Each report must address or include, at a minimum:
 - The audit committee's activities;
 - A summary of the committee meeting minutes;
 - Significant findings brought to the committee's attention;
 - Any indications of suspected fraud, waste or abuse;
 - Significant internal control findings; and
 - Activities of the internal audit function.
- Hold regularly scheduled meetings sufficient to fulfill all committee duties; and
- At least annually, review the audit committee charter and present recommended modifications, if any, in writing.

Meetings

The audit committee will meet at least once each year. All audit committee decisions must be made by a quorum or simple majority of the total membership. Audit committee meetings may not be conducted unless a quorum is present.

As a public body, the audit committee is subject to the requirements of the Open Meetings Law. Education Law § 2116-c provides that the audit committee may only conduct an executive session to:

- Meet with the external auditor prior to the commencement of the audit;
- Review and discuss with the external auditor any risk assessment of the district's fiscal operations; and
- Receive and review the draft annual report and accompanying draft management letter and, working directly with the external auditor, assist the Board in interpreting these documents

SUBJECT: EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of this District to provide, through a positive and effective program, equal opportunities for employment, retention and advancement of all people regardless of race, color, creed, religion, national origin, political affiliation, sex, sexual orientation, age, marital status, veteran status, military status, or disability. Sexual orientation is defined as heterosexuality, homosexuality, bisexuality, or asexuality, whether actual or perceived.

Military status means a person's participation in the military service of the United States or the military service of the state, including but not limited to, the armed forces of the United States, the army national guard, the air national guard, the New York navel militia, the New York guard, and such additional forces as may be created by the federal or state government as authorized by law. Provisions will be provided for the publication and dissemination, internally and externally, of this policy to insure its availability to interested citizens and groups.

Additionally, administration shall establish grievance procedures that provide for the prompt and equitable resolution of complaints alleging discrimination. Those intending to file a grievance due to alleged discrimination must follow the grievance procedure as established by the District.

Additionally, to promote the district website's accessibility to staff, students and members of the community with disabilities, the district will maintain a website that is accessible (or contains accessible alternatives) on perceivability, operability and understandability principles. The district's Superintendent or designee is responsible for considering the following when developing or updating the district website:

- *Adding the text equivalent to every image;*
- *Posting documents in a text-based format such as HTML or RTF in addition to PDFs;*
- *Avoiding dictating colors and font settings;*
- *Including audio descriptions and captions to videos;*
- *Identifying other barriers to access; and*
- *Making other considerations when developing the district's website.*

Title VII of the Civil Rights Act of 1964,
42 United States Code (USC)
Section 2000-e, et seq. – Prohibits discrimination on
the basis of race, color, religion, sex or national origin.
Title VI of the Civil Rights Act of 1964,
42 United States Code (USC)
Section 2000-d, et seq. – Prohibits discrimination on
the basis of race, color or national origin.
Section 504 of the Rehabilitation Act of 1973,
29 United States Code (USC) Section 794 et seq.
The Americans With Disabilities Act,
42 United States Code (USC)
Section 12101 et seq. – Prohibits discrimination on the
basis of disability.

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6120

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Personnel

SUBJECT: EQUAL EMPLOYMENT OPPORTUNITY (Cont'd.)

Title IX of the Education Amendments of 1972,
20 United States Code (USC)

Section 1681 et seq. – Prohibits discrimination on
the basis of sex.

New York State Civil Rights Law Section 40-c
Prohibits discrimination on the basis of race,
creed, color, national origin, sex, sexual
orientation, marital status or disability.

New York State Executive Law

Section 290 et seq. - Prohibits discrimination on
the

basis of age, race, creed, color, national
origin, sex, sexual orientation, disability, military
status or marital status.

Age Discrimination in Employment Act,
29 United States Code (USC) Section 621.

Military Law Sections 242 and 243

REVISED: