

AGENDA

Glen Cove Board of Education
Board of Education
BOE Meeting
Monday, April 3, 2017, 7:30 pm - 9:30 pm
Connolly School



I. Opening Ceremony

Salute to Flag and Moment of Silence

- a. Role Call

II. Approval of Minutes of the Board of Education Meeting

Defer to next meeting

III. Committee Reports

- a. Audit Committee

Amy Franklin
Maureen Pappachristou
Gail Nedbor-Gross

- 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. National History Day - Recognition of Middle School Participants
2. 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

No Information

- b. Operations

1. Donation
2. Appointment of Election Inspectors
3. Affiliation Agreement

VIII. Personnel

- a. Certified

1. Appointment of Substitute School Nurse
2. Appointment of Regents Review Teachers (High School)
3. Appointment of Regents Review Teachers (Middle School)
4. Appointment of Part-Time Teaching Assistant
5. Resignations
6. Retirement

b. Classified

1. Appointment of School District Treasurer
 - a. Comments
2. Appointment of Senior Clerk
 - a. Comments
3. Temporary Appointments (Maintenance)
 - a. Comments
4. Change in Status
5. Request for Leave of Absence
 - a. Comments
6. Resignation

IX. New Business

X. Unfinished Business

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

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

Regular Meeting – Board of Education – March 27, 2017

IV. Superintendent’s Report

b. Calendar

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	
15	Monday	
16	Tuesday	School Budget & Trustee Vote BOE Certification of Voting Results – HS
17	Wednesday	HS Spring Festival of Performing Arts – Part I – 7:30 pm
18	Thursday	Gribbin PTA Meeting – 7 pm
19	Friday	

Regular Meeting – Board of Education – April 3, 2017

VII. **Business Affairs**

b. **Operations**

1. **Donation**

RESOLVED, on the recommendation of the Superintendent of Schools, the Board of Education accepts, with gratitude, a donation of a conference table and 7 chairs, valued at \$500 for Glen Cove High School from ABResearch.

Regular Meeting – Board of Education – April 3, 2017

VII. Business Affairs

b. Operations

2. Appointment of Election Inspectors

BE IT RESOLVED that the following named qualified voter of the City School District of Glen Cove, New York, is hereby appointed as Chairperson and Inspectors of Election for the School District Budget and Trustee Vote to be held on May 16, 2017.

SCHOOL ELECTION DISTRICT A, B, C – High School, Back Gym

Karyme Demosthene-Luengas	227 Walnut Road, Glen Cove	Inspector
Arline Grennan	45 Valentine Street, Glen Cove	Inspector
Lucille Johnson	124 Saint Andrews Lane, Glen Cove	Inspector
Donna Marino	47 Valentine Street, Glen Cove	Inspector
Margaret Nieri	8 Harwood Drive W., Glen Cove	Inspector
Linda Perlman	21 Bittersweet Lane, Glen Cove	Chairperson
Randi Perlman	21 Bittersweet Lane, Glen Cove	Inspector
Richard Schultz	47 Kirkwood Drive, Glen Cove	Inspector
Susan Steeve	77 Highland Road, Glen Cove	Inspector
Theresia Vetrone	4 Clinton Street, Glen Cove	Inspector
Antoinette Zekraus	18 First Street, Glen Cove	Inspector

SCHOOL ELECTION DISTRICT D – Connolly School

Angelina Basile	1 Henry Drive, Glen Cove	Chairperson
Christine Williams	33 Titus Road, Glen Cove	Inspector
Pamela Zimmer	104 Robinson Avenue, Glen Cove	Inspector

SUBSTITUTE

Lisa Kelly	163 Saint Andrews Lane, Glen Cove	Inspector
Jeremy Murphy	19 Burns Avenue, Glen Cove	Inspector

SWITCHBOARD

Pauline Walton

Lorena Morrissey

BE IT FURTHER RESOLVED that each Chairperson of Election shall be entitled to compensation at the rate of \$180 per day (full day). Inspector of Election shall be entitled to compensation at the rate of \$130 per day (full day) or \$9 per hour for those inspectors not working the full day (not to exceed \$130 for the day) and switchboard operations shall be entitled to compensation at the rate of \$10 per hour.

Regular Meeting – Board of Education – April 3, 2017

VII. **Business Affairs**

b. Operations

3. Affiliation Agreement

RESOLVED, on the recommendation of the Superintendent of Schools, the Board of Education approves the Affiliation Agreement with Malloy College for the 2017 – 2018 school year as attached.

Regular Meeting – Board of Education – April 3, 2017

VIII. Personnel

a. Certified

- 1. Appointment of Substitute School Nurse**
- 2. Appointment of Regents Review Teachers (High School)**
- 3. Appointment of Regents Review Teachers (Middle School)**
- 4. Appointment of Part-Time Teaching Assistant**
- 5. Resignations**
- 6. Retirement**

Regular Meeting – Board of Education – April 3, 2017

VIII. Personnel

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1. Appointment of School District Treasurer
 - a. Comments
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4. Change in Status
5. Request for Leave of Absence
 - a. Comments
6. 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: April 3, 2017

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.

2005

6120

2 of 2

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: April 3, 2017

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 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) and8 New York Code of Rules and Regulations
(NYCRR) Section 170.12(d)

Revised: April 3, 2017

Audit Committee Charter

By resolution dated April 3, 2017, 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 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