

Brentwood Union Free School District
Brentwood, NY



Board of Education
Reorganizational Meeting
Tuesday, July 9, 2024
8:00 p.m.

1. Call to Order

The Board of Education of the Brentwood Union Free School District shall hold a meeting on Tuesday, July 9, 2024, at 6:00 p.m. in the Belanger Board Room of the Anthony F. Felicio Administration Building, Brentwood, New York. It is anticipated that the Board will make a motion for the purpose of adjourning into Executive Session at this time. The Board will thereafter move into the Public Meeting Room for the Reorganizational Meeting.

2. Motion to Move into Reorganizational Meeting

Ms. Kathleen Hoey, District Clerk, will officiate.

Motion made by _____
Second by _____
Vote: Yes _____ No _____
Abstain _____ Absent _____

3. Administration of Oath of Office to Newly Elected Board of Education Members

BE IT RESOLVED, that the Board of Education hereby authorizes that the constitutional oath of office be administered to newly elected Board members, Julia Burgos, Cynthia Ciferri, and Eileen Felix by the District Clerk.

4. Election of Board of Education Officers:

A. President of the Board of Education

BE IT RESOLVED, that the Board of Education hereby approves that _____ be elected President of the Board of Education of the Brentwood Union Free School District for the 2024-2025 school year; and

BE IT FURTHER RESOLVED that the constitutional oath of office be administered to the newly elected President of the Board of Education by the District Clerk.

A call for nominations _____
Vote: Yes _____ No _____
Abstain _____ Absent _____

The elected President will then preside.

B. 1st Vice-President of the Board of Education

BE IT RESOLVED, that the Board of Education hereby approves that _____ be elected 1st Vice-President of the Board of Education of the Brentwood Union Free School District for the 2024-2025 school year; and

BE IT FURTHER RESOLVED that the constitutional oath of office be administered to the newly elected 1st Vice-President of the Board of Education by the District Clerk.

A call for nominations _____
Vote: Yes _____ No _____
Abstain _____ Absent _____

C. 2nd Vice-President of the Board of Education

BE IT RESOLVED, that the Board of Education hereby approves that _____ be elected 2nd Vice-President of the Board of Education of the Brentwood Union Free School District for the 2024-2025 school year; and

BE IT FURTHER RESOLVED that the constitutional oath of office be administered to the newly elected 2nd Vice-President of the Board of Education by the District Clerk.

A call for nominations _____
Vote: Yes _____ No _____
Abstain _____ Absent _____

5. Appointment of District Officers: _____

A. District Clerk of the Board of Education

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education hereby appoints Ms. Kathleen Hoey to serve as District Clerk for the 2024-2025 school year; and

BE IT FURTHER RESOLVED, that the same shall be compensated at an annual salary of \$66,701.25; and

BE IT FURTHER RESOLVED that in the event of Ms. Hoey's absence, it is recommended that Stacy O'Connor be designated as the unpaid Substitute District Clerk; and

BE IT FURTHER RESOLVED that the constitutional oath of office be administered to the District Clerk by the President of the Board of Education.

Motion made by _____
Second by _____
Vote: Yes _____ No _____
Abstain _____ Absent _____

B. District Treasurer

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education hereby appoints Ms. Nancy Carollo District Treasurer for the 2024-2025 school year; and

BE IT FURTHER RESOLVED, that her annual salary for the 2024-2025 school year shall be \$22,522.46; and

BE IT FURTHER RESOLVED that in the event of Ms. Carollo's absence, it is recommended that Debra Banker be designated as the unpaid Substitute Treasurer to act, when necessary, during the year; and

BE IT FURTHER RESOLVED that the constitutional oath of office be administered to the District Treasurer by the District Clerk.

Motion made by _____
Second by _____
Vote: Yes _____ No _____
Abstain _____ Absent _____

C. District Purchasing Agent

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education hereby appoints Mr. Daniel Calderon District Purchasing Agent for the 2024-2025 school year; and

BE IT FURTHER RESOLVED that in the event of Mr. Calderon's absence, it is recommended that Mr. Erik Karlund be designated as the unpaid Substitute Purchasing Agent, to act, when necessary, during the school year; and

BE IT FURTHER RESOLVED that the constitutional oath of office be administered to the District Purchasing Agent by the District Clerk.

Motion made by _____
Second by _____
Vote: Yes _____ No _____
Abstain _____ Absent _____

D. Audit Committee Charter and Members

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, that the Board of Education hereby approves the Audit Committee Charter and appoints the following members to the District's 2024-2025 Audit Committee:

1. Hassan Ahmed
2. Cynthia Ciferri
3. Kelly Di Massimo
4. Ellen Edelstein
5. Manny Troche

D. Audit Committee Charter and Members

BE IT FURTHER RESOLVED that the constitutional oath of office shall be administered to the District Audit Committee by the District Clerk.

Motion made by _____
Second by _____
Vote: Yes _____ No _____
Abstain _____ Absent _____

E. Claims Auditor

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education hereby appoints Cerini and Associates as Claims Auditor for the 2024-2025 school year at an annual fee of \$33,210.

Motion made by _____
Second by _____
Vote: Yes _____ No _____
Abstain _____ Absent _____

F. External Auditor

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education hereby appoints EFPR Group, CPAs, as External Auditor for the 2024-2025 school year at an annual fee of \$44,000.

Motion made by _____
Second by _____
Vote: Yes _____ No _____
Abstain _____ Absent _____

G. District Records Officer and Appeals Officer

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education hereby appoints the District Clerk to serve as the District Records Officer for the 2024-2025 school year and will be responsible for responding to all Freedom of Information Law (FOIL) requests; and

BE IT FURTHER RESOLVED that it is recommended that the Superintendent of Schools shall be appointed the Records Appeals Officer for the 2024-2025 school year.

Motion made by _____
Second by _____
Vote: Yes _____ No _____
Abstain _____ Absent _____

H. Legal Counsel

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education hereby approves the following firms to continue to provide Board and Labor counseling services to the district from July 1, 2024, through June 30, 2025. Duties to be performed are as listed:

Bond Schoeneck & King, PLLC General Counsel Services July 1, 2024 – June 30, 2025		Ingerman Smith, LLP, Labor Counsel Services July 1, 2024 - June 30, 2025	
Retainer	Hourly Rate	Retainer	Hourly Rate
\$55,000	\$265	\$53,060	\$265

Motion made by _____
Second by _____
Vote: Yes _____ No _____
Abstain _____ Absent _____

I. Fiscal Advisor

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education hereby appoints Munistat the Fiscal Advisor for the 2024-2025 school year; and

BE IT FURTHER RESOLVED that Munistat shall be paid on an annual basis to provide fiscal advice pertaining to BANS, TANS, SEC filings, and Bond issues.

Motion made by _____
Second by _____
Vote: Yes _____ No _____
Abstain _____ Absent _____

J. Internal Auditor

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education hereby appoints Nawrocki Smith LLP as Internal Auditor for the 2024-2025 school year at the following hourly rates:

Nawrocki Smith LLP	Hourly Rates
Partner	\$200
Manager	\$175
Supervisor	\$150
Senior	\$125
Staff	\$100

Motion made by _____
Second by _____
Vote: Yes _____ No _____
Abstain _____ Absent _____

K. Title IX Compliance Officers

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education hereby appoints the following individuals as the District's Title IX Compliance Officers for the 2024-2025 school year:

- Assistant Superintendent of Secondary Education
- Assistant Superintendent for Elementary Education
- Assistant Superintendent of Special Education
- School Personnel Officer
- Coordinator of Diversity, Equity, and Inclusion (DEI)

Motion made by _____
Second by _____
Vote: Yes _____ No _____
Abstain _____ Absent _____

L. 504 Compliance Officer

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education hereby appoints the Assistant Superintendent of Special Services as the District's 504 Compliance Officer for the 2024-2025 school year.

Motion made by _____
Second by _____
Vote: Yes _____ No _____
Abstain _____ Absent _____

M. Medicaid Compliance Officer

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education hereby appoints the Assistant Superintendent of Special Services as the District's Medicaid Compliance Officer for the 2024-2025 school year.

Motion made by _____
Second by _____
Vote: Yes _____ No _____
Abstain _____ Absent _____

N. Asbestos Compliance Officer

BE IT RESOLVED, that the Board of Education hereby appoints the Director of Facilities III, as the Asbestos Compliance Officer for the 2024-2025 school year.

Motion made by _____
Second by _____
Vote: Yes _____ No _____
Abstain _____ Absent _____

O. Chief Emergency Officer

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education hereby appoints the Director of School Safety as the District's Chief Emergency Officer as required by Education Law Section 2801-a and the Implementing Regulations, Section 155.17(a) for the 2024-2025 school year.

Motion made by _____
Second by _____
Vote: Yes _____ No _____
Abstain _____ Absent _____

P. Data Protection Officer

BE IT RESOLVED, that the Board of Education hereby appoints the Network Systems Coordinator as the Data Protection Officer for the 2024-2025 school year.

Motion made by _____
Second by _____
Vote: Yes _____ No _____
Abstain _____ Absent _____

Consent Agenda

BE IT RESOLVED, that the following items be approved:

- 6.A. and 6.B.
- 7.A. through 7.H.

6. Designations:

A. Official Bank Depositories

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education hereby approves the list of financial institutions to be used by the District during the 2024-2025 school year.

B. Official Newspapers

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education hereby approves that the Long Island Business News and Noticia (when necessary) be designated as the official newspapers for legal advertising during the 2024-2025 school year.

Motion made by _____
Second by _____
Vote: Yes _____ No _____
Abstain _____ Absent _____

7. Authorizations:

A. Establishing Petty Cash Funds

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education hereby establishes the petty cash funds for the 2024-2025 school year.

LOCATION	AMOUNT	DESIGNEE
Ross Center	\$100	Dr. D. Dulin
Sonderling Center	\$100	Dr. D. Dulin
BHS Freshman Campus	\$100	Mr. V. Autera
East Middle School	\$ 50	Dr. B. Escorbores
North Middle School	\$ 50	TBD
South Middle School	\$ 50	Mr. B. Mohammed
West Middle School	\$ 50	TBD
East Kindergarten Center	\$ 50	Ms. M. Feliciano
Hemlock Park Elementary	\$ 50	Dr. C. Dalley
Laurel Park Elementary	\$ 50	Dr. E. Snell
Loretta Park Elementary	\$ 50	Mr. R. McCarthy
North Elementary	\$ 50	Mr. P. Morris
Northeast Elementary	\$ 50	Ms. R. Cortese
Oak Park Elementary	\$ 50	Ms. L. Catandella
Pine Park Elementary	\$ 50	Ms. R. Nieves
Southeast Elementary	\$ 50	Ms. S Brdey
Southwest Elementary	\$ 50	Dr. K. Kregel
Twin Pines Elementary	\$ 50	Dr. G. Jackson
Purchasing Department	\$ 50	Mr. D. Calderon
Buildings & Grounds Office	\$ 50	Mr. M. Cruz
School Lunch Office	\$100	Ms. N. Padrone
Administration Offices	\$100	Ms. W. Ortiz-Rivera
Business Office	\$100	Ms. S. O'Connor
Special Services Center	\$100	Ms. R. Young
Human Resources	\$ 50	Ms. N. Valente
Funded Programs	\$ 50	Dr. V. Leone
Language Arts	\$ 50	Ms. P. Brockbank
Math and Business	\$ 50	Mr. A. Marsh
Science and Technology	\$ 50	TBD
Information & Technology	\$ 50	Ms. C. Cheng
District Clerk	\$ 50	Ms. K. Hoey

B. Investment Officer

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education hereby approves the Assistant Superintendent for Finance and Operations as the Investment Officer, to act in accordance with the guidelines contained in Board Policy #6240 regarding Investments, for the 2024-2025 school year.

C. Certification of Payroll

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education hereby approves the Assistant Superintendent for Finance and Operations and the Superintendent of Schools be authorized to certify all payrolls for the 2024-2025 school year.

D. Bonding of Employees

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education hereby authorizes that all employees shall be bonded for \$5,000,000 for the 2024-2025 school year.

E. Permit Superintendent to Approve Attendance at Education Meetings and Conferences Within Budget Allocations to Include Present Members of Committee on Special Education (CSE)

BE IT RESOLVED, that the Board of Education hereby authorizes the Superintendent of Schools to approve the attendance at education meetings and conferences within budget allocations to include present members of the Committee on Special Education (CSE).

F. To Authorize Attendance at Traditional Meetings by Board of Education and Officers of the Board

A Resolution is necessary to authorize membership in, and attendance by Board Trustees and Officers at such meetings at which an expense is incurred by the District as defined by Board Policy #8230.2. The list of meetings traditionally attended and to be authorized includes those sponsored by the:

- New York State School Boards Association
- Nassau-Suffolk School Boards Association
- Islip Town School Boards Association
- Suffolk County Organization for the Promotion of Education (SCOPE)
- New York State Caucus of Black School Board Members
- Brentwood Chamber of Commerce

G. To Permit Superintendent to Make Budget Transfers Within Limits Prescribed by The Commissioner's Regulations: Section 170.2(1)

BE IT RESOLVED, that Board of Education hereby authorizes the Superintendent of Schools to approve budget transfers for the 2024-2025 school year. Any such formal transfer made is normally reported in the Board Agenda and the Board of Education is aware of these transactions.

H. Establishment of Mileage Reimbursement Rate

BE IT RESOLVED that upon the recommendation of the Superintendent of Schools that the Board of Education establish the mileage reimbursement rate, which is currently 67 cents per mile, as determined by IRS as standard rate.

Motion made by _____

Second by _____

Vote: Yes _____ No _____

Abstain _____ Absent _____

For Information Only

District-owned Cell Phones

To be in compliance with the District's Cell Phone Policy #8332, a list of employees requiring District-owned cell phones is being presented to the Board of Education for review.

8. Motion to Adjourn