

*APPROVED MINUTES of the Elmont Board of Education*

REGULAR MEETING  
SEPTEMBER 14, 2010

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ELMONT, NEW YORK

**BOARD OF EDUCATION**

**REGULAR MEETING**

Minutes of the Regular Meeting of the Board of Education of the Elmont Union Free School District, Town of Hempstead, Nassau County, New York, held at the Elmont Road School on Tuesday, September 14, 2010.

ROLL CALL

**BOARD MEMBERS PRESENT:** Michael A. Jaime, President  
Lorraine Ferrigno, Vice President  
Kevin Denehy  
Patrick O. Emeagwali  
Anthony S. Maffea Sr.  
Colleen Mockenhaupt  
Deniece Walker

**BOARD MEMBERS ABSENT:** None

**ADMINISTRATIVE PERSONNEL PRESENT:**

Mr. Albert Harper,	Superintendent of Schools
Mrs. Barbara Schwartz,	Director of Pupil Personnel and Special Education
Mrs. Kathleen Safrey,	Director of Curriculum & Instruction
Mr. David Polizzi,	Director of School Facilities & Operations
Colum P. Nugent,	School Attorney
Celestine L. Lloyd,	District Clerk

**ADMINISTRATIVE PERSONNEL ABSENT:** None

**CONSULTANT PRESENT:** Mr. Thomas W. Galante

On a motion by Mr. Maffea, seconded by Ms. Ferrigno, the Board convened in Executive Session at 6:15 PM.

EXECUTIVE  
SESSION

Motion Carried Unanimously

On a motion by Ms. Walker, seconded by Mr. Maffea, the Board convened in Public Session at 8:17 PM.

PUBLIC SESSION

Motion Carried Unanimously

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Mr. Jaime called the meeting to order, welcomed everyone and asked all to stand for the Pledge of Allegiance. Mr. Jaime then requested a moment of silence in memory of the attack and loss of victims on 9/11/01.

PLEDGE OF  
ALLEGIANCE

MOMENT OF  
SILENCE

Mr. Jaime welcomed and expressed his excitement for the start of the new school year. He thanked the Board Members for their confidence in him and re-electing him as President of the Board. Mr. Jaime commented on his anticipation for a great school year.

Mr. Jaime referenced his opportunity to speak to the 320 teachers at the Superintendent's Conference Day, September 7, 2010. He extended his thanks to Mrs. Elaine Mitchell for her commenting on the children of our District being winners. Mr. Jaime mentioned that he was slightly nervous and the comments of Mrs. Mitchell helped him refocus. He stated that this will be his ultimate motto for this year, "the children of this District will be winners and will continue to be winners and lifelong learners."

On a motion by Mr. Maffea, seconded by Ms. Ferrigno, the Board approved the agenda which was distributed to the audience.

APPROVAL OF THE  
AGENDA

Motion Carried Unanimously.

On a motion by Ms. Walker, seconded by Mrs. Mockenhaupt, the Board approved the minutes of the Regular Meeting of August 10, 2010.

APPROVAL OF THE  
MINUTES

Vote on approving the minutes of the Regular Meeting of August 10, 2010:

Yes	-	6
No	-	0
Abstain	-	1 (Mr. Emeagwali)

Motion Carried

**PRESENTATION BY THE INDEPENDENT AUDITORS, NAWROKI SMITH LLP,  
CERTIFIED PUBLIC ACCOUNTANTS**

INDEPENDENT  
AUDITOR  
PRESENTATION

Mr. Michael Nawrocki, partner at Nawrocki Smith LLP presented the results of the Fiscal 2010 Audit of the District's Financial Statements. He thanked the District for their continuing confidence in the firm and for retaining them as the Independent Auditors. Mr. Nawrocki presented highlights of the audit report and referenced what was presented earlier to the Audit Committee.

Mr. Nawrocki noted that a copy of the report was previously distributed to the Board for review.

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Mr. Nawrocki presented a review of the contents of the report as follows:

INDEPENDENT  
AUDITOR  
PRESENTATION

- Scope of Services
- Audit “readiness” and responsiveness
- “Clean” or unqualified opinions on all auditors’ report
- District-wide financial statements
- Governmental fund statements

There were three current year findings and recommendations in the areas of user permissions, policies and procedures on post-employment benefits.

Of the thirteen recommendations from the previous year, 5 recommendations have been implemented, 4 recommendations are in the process of being implemented and 4 recommendations are receiving further consideration.

Mr. Nawrocki mentioned the excellent work performed by the Business office and the cooperation the firm received. This is the fourth consecutive year in a row that the District has been the first to have its audit completed, report drafted and first Board that the firm met with. Mr. Nawrocki noted his appreciation of the fact that the District has given the firm sufficient time and the opportunity to perform the audit.

There were no sightings for any material weaknesses or significant deficiencies in internal control. Mr. Nawrocki noted that the Elmont District meets the deadline for compliance filing; State report on Form ST3, due September 1<sup>st</sup>, when less than half of the districts in the State do not meet this filing date. He explained the statement of net assets, statement of activities and continued with the report.

Mr. Nawrocki thanked the Board and the community for allowing him to present this report at the meeting. He extended his availability to entertain any questions the audience or Board may have regarding the audit. Mr. Nawrocki mentioned that once the financial statements are accepted by the Board of Education, within 30 days a public notice will be issued, notifying the public that the financial statements are available for public inspection.

Mr. Jaime thanked Mr. Nawrocki and Ms. Lotten for the report.

INFORMATION REPORT – None

PRESIDENT’S/VICE PRESIDENT’S REMARKS

SEWANHAKA  
BOARD ITEMS

SEWANHAKA BOARD ITEMS – Mr. Jaime had no reports except that school has opened at Elmont Memorial and Sewanhaka successfully.

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Ms. Ferrigno added that there was a scrimmage game between Sewanhaka and Elmont Memorial who performed very well.

SEWANHAKA  
BOARD ITEMS

AUDIENCE ON AGENDA ITEMS – None

CORRESPONDENCE – None

Mr. Jaime thanked everyone instrumental with the Summer Enrichment program. The work done was extraordinary and the program was successful.

Mr. Jaime also thanked the Covert Avenue neighbors for their patience and endurance during the renovation and restoration project for the Covert Avenue School. Mr. Jaime extended thanks to Mr. Polizzi and the custodial staff for getting the Covert Avenue School project completed in a timely fashion along with the additional projects within the various buildings in the District.

REPORT OF THE ATTORNEY

REPORT OF THE  
ATTORNEY

Mr. Nugent did have one item for the Public Session. The Board has reached an agreement with the Principals' unit. The board has reviewed the memorandum of agreement and familiar with the terms and agreement. Mr. Nugent requested a motion to approve the Memorandum of Agreement.

On a motion Mr. Maffea, seconded by Ms. Walker, the Board approved the Principals' Memorandum of Agreement.

Motion Carried

Mr. Nugent requested a motion for an Executive Session to be held immediately following the Regular Meeting to discuss matters appropriate to Executive Session.

On a motion by Mrs. Mockenhaupt, seconded by Mr. Emeagwali, the Board approved an Executive Session, as per Mr. Nugent's request, to be held immediately following the Regular Meeting to discuss matters appropriate to Executive Session.

Motion Carried Unanimously

HONORARY DEVELOPMENTAL ACHIEVEMENT CITATION – LEVEL 1

HONORARY  
DEVELOPMENTAL  
ACHIEVEMENT  
RECOGNITION

Mr. Harper presented a certificate from the New York State School Boards Association's Leadership Development Recognition Program to Mr. Emeagwali who has earned more

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than 35 achievement points. Mr. Emeagwali earned and was presented with the **Honorary Developmental Achievement Citation – Level 1.**

REPORT OF THE SUPERINTENDENT

REPORT OF THE  
SUPERINTENDENT

Mr. Harper thanked the Board of Education for their cooperation and diligence in helping to see that the children receive the best education possible. He commended them on their hard work and having the children's best interest at heart. Mr. Harper requested a round of applause.

Mr. Harper greeted and welcomed everyone. His words cannot express how much it means to him, as Superintendent to observe those in attendance in support of the District's children. Mr. Harper extended his thanks.

Mr. Harper requested a round of applause for the successful opening of the 2010/2011 school year and the hard work done by everyone. The District welcomed 3700 children and is excited about the opportunity and challenges provided for the 2010/2011 school year. Mr. Harper commented on future presentations of new opportunities being prepared for future Board meetings.

On a motion by Ms. Ferrigno, seconded by Mrs. Mockenhaupt, the Board approved the following Professional leaves of absence:

PROFESSIONAL  
LEAVES OF  
ABSENCE

**RACIOPPO, ELISSA**, Elementary Teacher at Clara H. Carlson School, effective 10/4/10, duration of leave: 10/4/10 – 8/31/11, unpaid\*, reason: District Child Rearing Leave; Service to District: 9 years.

\*Includes Family and Medical leave from 10/4/10 – 1/3/11.

**WOCHINGER, NADINE**, Special Education Teacher at Dutch Broadway School, effective 11/29/10, duration of leave: 11/29/10 – 3/7/11, unpaid\*, reason: District Child Rearing Leave; Service to District: 9 years, 6, months.

\*Includes Family and Medical leave from 11/29/10 – 3/7/11.

The Board approved the following employee requesting an extension of her Family and Medical/District Child Rearing Leave:

**MCMANUS, KIMBERLY**, Elementary Teacher, Currently on District Child Rearing Leave

From: 9/1/09 – 1/31/11, unpaid

To: 9/1/09 – 8/31/11, unpaid\*

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Reason: District Child Rearing Leave

PROFESSIONAL  
LEAVES OF  
ABSENCE

\*Includes Family and Medical Leave from 9/1/09 – 11/30/09.

Note: Leave of Absence was originally approved by the Board on 6/16/09; an extension was approved on 4/13/10.

The Board also approved the following Professional appointments:

PROFESSIONAL  
APPOINTMENTS

**GARCIA, JILLIAN**, 175 Day Substitute Teacher, Clara H. Carlson School, at a salary of \$25,000, effective 9/1/10 – 6/17/11 (pending medical approval); no probation and no tenure involved. Certification: Childhood Education 1-6 (Initial), Students With Disabilities 1-6 (Initial).

**DUBOVSKY, LIZA**, 175 Day Substitute Teacher, Covert Avenue School, at a salary of \$25,000, effective 9/1/10 – 6/17/11 (pending medical approval); no probation and no tenure involved. Certification: Childhood Education 1-6 (Initial).

The Board approved the following teachers to be employed as per diem substitute teachers for the 2010 – 2011 school year. Not eligible for probation/tenure:

PROFESSIONAL  
SUBSTITUTE  
APPOINTMENTS

<u>Name</u>	<u>Certification</u>
Cunneen-Sullivan, Frances	N-6 (Permanent)
Flemming, Winifred	Common Branches
Fletcher, Kaity	Childhood Education 1-6 (Initial)
Hassan, Minelli	Childhood Education 1-6 (Initial)
Rivera, Darnell	Reading (Permanent)
Murray, Ayana	Childhood Education 1-6 (Initial)
Santina, Kerry	Childhood Education 1-6 (Initial)
Silecchia, Kristen	Childhood Education 1-6 (Initial)

The Board also approved the following Professional change in compensation:

PROFESSIONAL  
CHANGE IN  
COMPENSATION

**BENNETT, DEBRA**

From: \$1,700 Stipend for Physical Education Coordinator  
To: \$1,500 Stipend for Physical Education Coordinator  
Dutch Broadway School, effective 9/1/10; reason: In 4<sup>th</sup> year as Coordinator.

The foregoing motion was put to a roll call with the following results:

Motion Carried Unanimously

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On a motion by Ms. Walker, seconded by Mr. Maffea, the Board approved the following Civil Service Leave of Absence:

CIVIL SERVICE  
LEAVE OF  
ABSENCE

**RYAN, JOAN**, Food Service Helper at Clara H. Carlson School, effective 9/8/10; duration of leave: 6 months, reason: medical.

The Board approved the following Civil Service changes in status:

CIVIL SERVICE  
CHANGES IN  
STATUS

**SOEVYN, NANCY**

From: Library Aide

To: Typist Clerk 10-month

Gotham Avenue School, at a salary of \$27,062 annual, effective 9/15/10 pending Civil Service approval, probation: 26 weeks from Civil Service approval.

**BARON, TATIANA**

From: Teacher Aide Part-time substitute

To: Teacher Aide

Covert Avenue School, at a salary of \$16.30 hourly, effective 9/8/10 pending Civil Service approval, probation: 26 weeks from Civil Service approval.

The Board also approved the following Civil Service termination:

CIVIL SERVICE  
TERMINATIONS

**BURRUS, CORY**, Cleaner Part-time substitute, District wide, effective 8/25/10, service to District: 5 years, reason: deceased.

The Board approved the termination of the following Civil Service employees effective 9/15/10 due to no recent service to the district:

Jaime Arias-	Cleaner Part-time substitute
Delvon Caldwell-	Cleaner Part-time substitute
Salvatore Conte-	Cleaner Part-time substitute
Kenton Dopwell-	Cleaner Part-time substitute
Christopher Gilliard-	Cleaner Part-time substitute
Paul Petruzska-	Cleaner Part-time substitute

The Board further approved the following Civil Service resignations:

CIVIL SERVICE  
RESIGNATIONS

**RODGERS, SCOTT**, Maintainer Part-time, District wide, effective 8/13/10; Service to District: 1 year 6 months, reason: personal.

**UNKRICH, JOHN**, Bus Driver Part-time substitute, District wide, effective 8/3/10, service to District: None, reason: personal.

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Ms. Ferrigno inquired about the resignation effective date of John Unkrich and Mr. Harper clarified the resignation date.

CIVIL SERVICE  
RESIGNATION

The foregoing motions were put to a roll call with the following results:

Motion Carried Unanimously

On a motion by Mr. Maffea, seconded by Ms. Ferrigno, the Board received the Committee on Special Education and Preschool Special Education designations and program placements for the Evaluation Placements, Reviews of Program and I.E.P. Modifications of students.

COMMITTEE ON  
SPECIAL  
EDUCATION AND  
PRESCHOOL  
SPECIAL  
EDUCATION

Motion Carried Unanimously

CPR/AED TRAINING OF DISTRICT

CPR/AED  
TRAINING OF  
DISTRICT

On a motion by Ms. Walker, seconded by Mrs. Mockenhaupt, the Board approved *Helen Fries* and *Jean Duroseau* to provide CPR/AED training of District staff at a rate of \$150 per session. There will be no more than 50 training sessions.

COMPENSATORY TIME FOR ASSISTANTS TO THE PRINCIPAL

COMPENSATORY  
TIME FOR  
ASSISTANTS TO  
THE PRINCIPAL

The Board approved the compensation for Assistants to the Principal in the form of compensatory time, not to exceed 30 hours, to allow for administrative duties to facilitate the beginning of the 2010-2011 school year.

VOLUNTEERS

VOLUNTEERS

The Board also approved the application for volunteers submitted by Nicole Pellegrino, Social Worker Intern for the 2010-2011 school year. Ms. Pellegrino has been interviewed and she has completed all the necessary paperwork.

Additional information regarding the above intern may be found in the backup pages of the Board Book of September 14, 2010.

DISTRICT ACADEMIC SERVICE PLAN

DISTRICT  
ACADEMIC  
SERVICE PLAN

The Board further approved the re-adoption of the Academic Service Plan effective for school years 2010-2012. The next plan review and necessary revisions will be conducted no later than July 2012. The Plan is contained under separate cover in “bulky” documents file.

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SECOND READING – NEW POLICY #1348 – MEDICAID COMPLIANCE PROGRAM – COMMUNITY RELATIONS

SECOND READING  
- NEW POLICY  
#1348 – MEDICAID  
COMPLIANCE  
PROGRAM –  
COMMUNITY  
RELATIONS

The Board approved the second reading, policy #1348 – Medicaid Compliance Program.

A copy of the policy may be found in the backup pages of the Board Book of September 14, 2010.

MANDATED RELATED SERVICES

MANDATED  
RELATED  
SERVICES

The Board approved the use of IncludedED (Include Educational Services) to provide mandated related services to students as recommended by the Committee on Special Education as prescribed by both Federal and State Law.

The foregoing motions were put to a roll call with the following results:

Motion Carried Unanimously

ITEMS NOTED FOR THE MINUTES

ITEMS NOTED FOR  
THE MINUTES

Use of Facilities

USE OF FACILITIES

Requests for Use of Facilities that have been approved by the Superintendent of Schools since the last Board Meeting are enclosed in the backup pages of the Board Book of September 14, 2010.

Family and Medical Leave of Absence

FAMILY AND  
MEDICAL LEAVE  
OF ABSENCE

The following is a leave of absence under the Family and Medical Leave Act:

<u>Name</u>	<u>Position</u>	<u>Duration of Leave</u>
Leva, Maria	Elementary Teacher	12 weeks

Worker's Compensation

WORKER'S  
COMPENSATION

The following employees are on a leave of absence due to Worker's Compensation case still pending:

Christopher Chisolm	Sub Cleaner
Cathy Ann Madonna	Bus Driver
Barbara Nimmo	Food Service Worker

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Eileen Comer  
Mireile Lezin

Bus Attendant  
Bus Attendant

WORKER'S  
COMPENSATION

Budget Transfers Under \$5,000

BUDGET  
TRANSFERS  
UNDER \$5,000

Requests for Budget Transfers under \$5,000 that have been approved by the Superintendent of Schools since the last Board Meeting are enclosed in the backup pages of the Board Book of September 14, 2010.

On a motion by Mr. Maffea, seconded by Mrs. Mockenhaupt, the Board approved the backup booklet entitled "Schedule of Disbursements and Warrants # 1, 3-14, 16-18, 20-24, 1-6, 1-7, 1-5,7, 1-3" which is filed in the "bulky" document file.

SCHEDULE OF  
DISBURSEMENTS  
AND WARRANTS

Motion Carried Unanimously

On a motion by Mrs. Mockenhaupt, seconded by Ms. Ferrigno, the Board also received the Report of the Treasurer for the General Fund, Capital Fund, the Lunch Fund, the Trust and Agency Fund, Payroll, Special Aid Fund and Capital Bond Fund as of July, 2010.

TREASURER'S  
REPORT

Motion Carried Unanimously

On a motion by Mr. Maffea, seconded by Ms. Walker, the Board approved the authorization to make budgetary transfers (over \$5,000) for the 2010-2011 school year as per the backup pages in the Board Book of September 14, 2010.

BUDGET  
TRANSFERS OVER  
\$5,000 FOR  
SCHOOL YEAR  
2010-2011

The Board approved the authorization to make budgetary transfers (over \$5,000) for the 2009/2010 school year as per backup pages in the Board Book of September 14, 2010.

BUDGET  
TRANSFERS OVER  
\$5,000 FOR  
SCHOOL YEAR  
2009/2010

The Board also approved the award of Intra-District transportation contracts to Sewanhaka CHSD, as per the backup pages in the Board Book of September 14, 2010.

INTRA-DISTRICT  
TRANSPORTATION  
CONTRACTS

The Board further approved an increase in School Lunch snack prices as per the backup pages in the Board Book of September 14, 2010.

SCHOOL LUNCH  
SNACK PRICE  
INCREASES

The foregoing motions were put to a roll call with the following results:

Motion Carried Unanimously

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ITEMS NOTED FOR THE MINUTES

ITEMS NOTED FOR  
THE MINUTES

Analysis of Revenue – for the month of July, 2010 appears in the backup pages of the Board Book of September 14, 2010.

General Fund Schedule of Receivables - General Fund Schedule of Receivables for the month of July, 2010 appears in the backup pages of the Board Book of September 14, 2010.

Monthly Budget Status Report

Monthly Budget Status Report – as of July 31, 2010 appear in the backup pages of the Board Book of September 14, 2010.

Various Fund Trial Balances

Trial Balance Reports General, Capital, Trust & Agency, Expendable Trust, Special Aid, School Lunch and Non-Expendable Trust as of July 31, 2010 appear in the backup pages of the Board Book of September 14, 2010.

General Fund Cash Flow Statement

General Fund Cash Flow as of July 31, 2010 and Cash Flow Projection as of August 31, 2010 appear in the backup pages of the Board Book of September 14, 2010.

General Fund – Fund Balance Estimate

Estimated General Fund Balance as of August 31, 2010 appears in the backup pages of the Board Book of September 14, 2010.

School Meals Profit and Loss Statement

School Lunch Profit and Loss Statement for the month of July, 2010 appears in the backup pages of the Board Book of September 14, 2010.

Custodial/Transportation Overtime

Breakdown Custodial/Transportation Overtime:

Cust./Trans. Overtime – August 31, 2010	\$ 5,222.07
Overtime paid Year to Date	\$ 13,639.29
Cust./Trans.Overtime - July, 2009 - June, 2010	\$122,834.78

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<u>VANDALISM TALLIES FOR AUGUST, 2010</u>	-	\$ 0
Year-to-Date		\$ 105
Previous Year-to-Date		\$ 0

ITEMS NOTED FOR  
THE MINUTES

COMMITTEE REPORTS AND INFORMATION ITEMS

COMMITTEE  
REPORTS AND  
INFORMATION  
ITEMS

Mr. Galante presented the Audit Committee report to the Board. The Audit Committee had met with the Independent Auditors, Nawrocki Smith earlier in the evening who presented and reviewed the Financial Statements and Supplemental Information in Connection with OMB Circular A-133 for the year ended June 30, 2010.

BOARD  
RESOLUTION FOR  
FINANCIAL  
STATEMENTS AND  
SUPPLEMENTARY  
INFORMATION IN  
CONNECTION  
WITH OMB  
CIRCULAR A-133  
FOR YEAR END  
JUNE 30, 2010

The Audit Committee recommended that the Board accept the Financial Statements and Supplementary Information in Connection with OMB Circular A-133 for the year ended June 30, 2010.

On a motion by Ms. Walker, seconded by Ms. Ferrigno, the Board accepted the Financial Statements and Supplementary Information in Connection with OMB Circular A-133 for the year ended June 30, 2010.

Motion Carried

OLD BUSINESS – None

NEW BUSINESS – None

LEGISLATIVE ITEMS – Ms. Walker mentioned that as of the last Board meeting the District was a finalist for the *Race to the Top*, a federal grant program of New York State, however we are now winners. The District will be able to get monies from this program, however at this time we do not know how much. There were four requirements for the program. Ms. Walker expressed her anticipation of receiving the funds soon.

LEGISLATIVE  
ITEMS

AUDIENCE ITEMS – None

NEXT MEETING

NEXT MEETING

Mr. Jaime announced the next meeting will be Tuesday, October 12, 2010 at the Alden Terrace School. He thanked everyone for coming out to the meeting and wished all a good night.

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ADJOURNMENT TO EXECUTIVE SESSION

ADJOURNMENT TO  
EXECUTIVE  
SESSION

On a motion by Ms. Walker, seconded by Mr. Maffea, the Board adjourned to Executive Session at 8:47 PM.

Motion Carried Unanimously

PUBLIC SESSION

PUBLIC SESSION

On a motion by Mrs. Mockenhaupt, seconded by Ms. Ferrigno, the Board reconvened into Public Session at 10:08 PM.

Motion Carried Unanimously

ADJOURNMENT

ADJOURNMENT

There being no further business, the Board adjourned the meeting at 10:10 PM on a motion by Ms. Walker, seconded by Mr. Maffea.

Motion Carried Unanimously

Submitted by,

October 12, 2010  
Date Approved

Celestine L. Lloyd  
District Clerk