

APPROVED MINUTES of the Elmont Board of Education

SPECIAL MEETING
AUGUST 21, 2008

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BOARD OF EDUCATION

SPECIAL MEETING

Minutes of the Special Meeting of the Board of Education of the Elmont Union Free School District, Town of Hempstead, Nassau County, New York, held at the Pupil Personnel Offices on Thursday, August 21, 2008.

ROLL CALL

BOARD MEMBERS PRESENT: Frank Ragona, President
Lorraine Ferrigno, Vice President
Michael A. Jaime
Anthony S. Maffea Sr.
Carol Parker-Duncanson
Deniece Walker (arrival @ 6:45PM)

BOARD MEMBERS ABSENT: Pamela Byer

CONSULTANT PRESENT: Mr. Thomas W. Galante

On a motion by Mr. Maffea, seconded by Mr. Jaime, the Board convened in Public Session at 6:35PM.

PUBLIC SESSION

Motion Carried Unanimously

On a motion by Mr. Maffea, seconded by Ms. Ferrigno, the Board convened in Executive Session at 6:45PM.

EXECUTIVE SESSION

Motion Carried Unanimously

PUBLIC SESSION

PUBLIC SESSION

On a motion by Mr. Maffea, seconded by Mr. Jaime, the Board reconvened into Public Session at 6:53PM.

Report was given by Ms. Battaglia, R.S. Abrams.

REPORT OF R.S. ABRAMS

Ms. Battaglia began by stating that the district's financial condition is excellent. She stated that the reports submitted reflect the current year prior to June 30, 2008. She noted that there are three areas where recommendations have not yet been implemented (Travel

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and Conference, Claims Auditor, and Meal Charges). However, it was her understanding they were being worked on and would be implemented expeditiously.

REPORT OF R. S.
BRAMS

Mrs. Ferrigno asked if all of the applicable new laws had been adhered to. Ms. Battaglia responded that all had been implemented as of the date the report was written.

It was pointed out by Mr. Ragona that policy had been put into place regarding the Meal Charges and Travel and Conferences.

Ms. Battaglia interjected pointing out that the Travel and Conference should be adhered to because there were approximately six (6) occasions that lacked verification of attendance/monies spent, and the District Claims Auditor was behind a few months in his reports. She recommended that the Board especially stay on top of the matter (we should make sure the report is received every month).

Mrs. Parker-Duncanson asked for a breakdown of the Travel and Conference instances. Ms. Battaglia replied there were approximately three (3) instances where the board member had not submitted receipts and approximately two (2) instances where the board member did not substantiate attendance. Mrs. Parker-Duncanson then stated she was not clear on the proper procedure in the past and went further to explain the process she had to follow at her employment.

Mr. Ragona questioned Ms. Battaglia's statement regarding non-compliance. He believed we were current with the reports. He then asked which month(s), according to her records, were missing/not received.

Mrs. Parker-Duncanson asked how often should we look to receive the internal claims auditor's report and if in mid September we should receive a report for the month of August. Ms. Battaglia replied every month, and yes, the second week of September would be the proper time frame.

Mr. Galante suggested that Ms. Battaglia look into the matter and submit her findings as to the month(s) she felt were not submitted to the District. Ms. Battaglia agreed.

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ADJOURNMENT

ADJOURNMENT

There being no further business, the Board adjourned the meeting at 7:10 PM on a motion by Mr. Jaime, seconded by Mr. Maffea.

Motion Carried Unanimously

Submitted by,

September 16, 2008
Date Approved

Celestine L. Lloyd
District Clerk