



**MANHASSET UNION FREE SCHOOL DISTRICT**  
**MANHASSET, NEW YORK 11030**  
**REGULAR BOARD MEETING MINUTES**  
**DECEMBER 5, 2019**  
**MUNSEY PARK SCHOOL – LIBRARY MEDIA CENTER**

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**MEMBERS OF THE BOARD PRESENT AND VOTING:** Ms. Patricia Aitken, President, Ms. Christine Monterosso, Vice President; Mr. Carlo Prinzo and Ms. Regina Rule, Trustees

**MEMBERS OF THE BOARD ABSENT:** Ms. Ann Marie Curd

**STUDENT DELEGATE PRESENT:** Jack Grygiel for Sydney Ginsberg

**ADMINISTRATIVE STAFF PRESENT:** Dr. Vincent Butera, Superintendent; Rosemary Johnson, Deputy Superintendent for Business and Operations; Dr. Jean Kendall, Assistant Superintendent for Personnel; Allison Rushforth, Executive Director of District Special Education Programs and Pupil Personnel Services; Chad Altman, Principal, Munsey Park Elementary School

**CALL TO ORDER and VERIFICATION OF QUORUM**

On motion duly made at 6:00 p.m. Ms. Aitken verified the presence of a quorum and called to order a Regular Meeting of the Manhasset Board of Education Meeting.

**MOTION:** The Board of Education convenes herewith a Regular Board Meeting.

**PROPOSED BY:** Ms. Aitken

**VOTE:** Ms. Aitken, Ms. Monterosso, Mr. Prinzo, Ms. Rule - YES

**MOTION APPROVED:** 4-0

On motion duly made at 6:00 p.m., the Board adjourned the Regular Meeting and convened Executive Session to discuss personnel matters.

**MOTION:** The Board of Education adjourns the Regular Meeting and convenes Executive Session to discuss personnel matters.

**PROPOSED BY:** Ms. Aitken

**VOTE:** Ms. Aitken, Ms. Monterosso, Mr. Prinzo, Ms. Rule - YES

**MOTION APPROVED:** 4-0

There were several members of the community present for the recognition portion of the meeting.

7:30 p.m.

**A. Student Recognition**

**Munsey Park “New Parent Meeting” Speakers**

Ruby Cacioppo

Adriana Chan

Lucienne Keyoung  
 Casey Lippman  
 Morgan Purcell  
 Ben Reda  
 Maria Roditis

**Munsey Park Sixth Grade Volunteer Tour Guides**

Arianna Alomia  
 Colin Gibbs  
 Natalie Guinness  
 Cooper Harley  
 Anna Kosciusko  
 Casey Lippman  
 Madison Qu  
 Maria Roditis  
 Maya Shah  
 Kate Voelker

There were 11 community members present for the meeting. There was a discussion regarding 3 bills under consideration at the State Legislature and State Assembly regarding additional mandated vaccines.

**B. Approval of Minutes**

**MOTION:** The Board of Education hereby approves the minutes of the October 29, 2019 Regular Board of Education Meeting.

**PROPOSED BY:** Ms. Aitken

**VOTE:** Ms. Aitken, Ms. Monterosso, Mr. Prinzo - YES

**MOTION APPROVED:** 3-0

**MOTION:** The Board of Education hereby approves the minutes of the November 7, 2019 Regular Board of Education Meeting.

**PROPOSED BY:** Ms. Monterosso

**VOTE:** Ms. Monterosso, Mr. Prinzo, Ms. Rule - YES

**MOTION APPROVED:** 3-0

**C. Superintendent's Report**

**D. Student Delegate's Report**

**E. Acceptance of a Gift to Establish The Michael C. Gabriel Scholarship (Enclosure)**

**MOTION:** The Board of Education of the Manhasset Union Free School hereby approves the acceptance of a gift in the amount of \$2,000 to establish the "Michael C. Gabriel Memorial Scholarship" in accordance with the attached criteria.

**PROPOSED BY:** Ms. Aitken

**VOTE:** Ms. Aitken, Ms. Monterosso, Mr. Prinzo, Ms. Rule - YES  
**MOTION APPROVED:** 4-0

#### **F. Board Discussion and Committee Reports**

1. Audit Committee
2. CAC Finance
3. MAAC - Pat Aitken and Indians Rock (Athletics)
4. School Community Association (SCA)
5. Tower Foundation – Carlo Prinzo
6. PASE (Special Education)
7. CASA - Christine Monterosso
8. Policy Committee – Pat Aitken
9. Dedication of Black Box Theatre – Pat Aitken

#### **G. Personnel** - (Enclosure)

**Appointments** (11) (As per MEA & MESPA Agreements) The Board of Education of the Manhasset UFSD hereby approves Schedule A-11, Appointments

**Settings of Salary** (86) (As per MASA, MEA & MESPA Agreements) The Board of Education of the Manhasset UFSD hereby approves Schedule S-10, Settings of Salary

**Termination** (1) (Sub) The Board of Education of the Manhasset UFSD hereby approves Schedule T-10, Termination

**PROPOSED BY:** Ms. Aitken

**VOTE:** Ms. Aitken, Ms. Monterosso, Mr. Prinzo, Ms. Rule - YES

**MOTION APPROVED:** 4-0

#### **H. Consent Agenda**

1. **CSE/CPSE/Section 504 Minutes** (Enclosure)  
**MOTION:** Upon recommendation of the CSE/CPSE/Section 504 Chairperson, the Board of Education hereby approves recommended placements, services, supports, and/or accommodations as recommended in CSE/CPSE/Section 504 meetings held on the dates so indicated in the Committee Recommendations for Board of Education Review with Details, dated December 5, 2019.
2. **Ratification of Conference Requests** (Enclosures)  
**MOTION:** The Board of Education hereby ratifies the Conference Requests reviewed by Assistant Superintendent Passi and approved by the Superintendent and the Business Official. These requests are on file in Central Office and available for review, if requested.
3. **Adoption of the 2020-2021 School Budget Calendar** (Enclosure)  
**MOTION:** The Board of Education hereby adopts the 2020-2021 school budget calendar as submitted.

**4. Resolution to Excess a Salad Prep Table from the Secondary School**

**MOTION:** The Manhasset Union Free School District Board of Education has determined that a refrigerated salad prep table located at the Secondary School with school bar code number 111824 is obsolete and cannot be salvaged or utilized effectively or economically by the District, and authorizes the table to be discarded or donated in whatever way the District sees fit.

**5. Approval of Warrant and Wire Report for the Period Ended September 2019**  
(Enclosure)

**MOTION:** The Board of Education of the Manhasset Union Free School District approves the Warrant and Wire Report for the period ended September 2019.

**6. HARDSHIP AND ELIGIBILITY AMENDMENTS TO THE Manhasset UFSD 403(b) RETIREMENT PLAN** (Enclosure)

WHEREAS, the Manhasset UFSD ("Plan Sponsor") maintains the Manhasset UFSD 403(b) Retirement Plan ("Plan"); and

WHEREAS, pursuant to Rev. Procs. 2013-22 and 2019-39, and IRS Notice 2018-95, the Plan Sponsor amends the plan documents in a good faith effort to meet the requirements of law, regulations or other issuances regarding eligibility requirements and hardship distributions; and

WHEREAS, this amendment is intended as a good faith effort to comply with the requirements of eligibility to participate in the Plan and hardship distribution final regulations and is to be construed in accordance with the same. Both the Amendment and the eligibility and hardship distribution final regulations will supersede any inconsistent Plan provisions;

NOW, THEREFORE, BE IT RESOLVED that the "Note" provisions set forth in the Adoption Agreement, "Employee Eligibility" is hereby restated and amended to read as follows:

*[Note: An Employee normally works fewer than 20 hours per week if, for the 12-month period beginning on the date the Employee's employment commenced, the Employer reasonably expects the Employee to work fewer than 1,000 hours of service (as defined under section 410(a)(3)(C) of the Code) in such period, and, for each Plan Year ending after the close of that 12-month period, the Employee has worked fewer than 1,000 hours of service in the preceding 12-month period. Under this provision, an Employee who works 1,000 or more hours of service in the 12-month period beginning on the date the Employee's employment commenced or in a Plan Year ending after the close of that 12-month period shall then be eligible to participate in the Plan. Once an Employee becomes eligible to have Elective Deferrals made on his or her behalf under the Plan under this standard, the Employee cannot be excluded from eligibility to have Elective Deferrals made on his or her behalf in any later year under this standard. Careful attention must be paid to compliance with the 20-hour rule by the District as it is necessary to the tax-qualification of the Plan.]*

*[Note: Persons occupying an elected or appointive public office are not eligible for the Plan unless such office is one to which the individual is elected or appointed]*

*only if the individual has received training, or is experienced, in the field of education.]*

BE IT FURTHER RESOLVED that the “Note” provision set forth in the Adoption Agreement, “Hardship Distributions is hereby restated and amended to read as follows:

*[Note: if hardship distributions under the Plan are allowed, the Plan and Vendors will apply the IRS "safe harbor" rules for such distributions. Effective 1/1/2020, the plan will no longer suspend elective contributions following a hardship withdrawal. See section 5.5 of the Plan for more information.]*

BE IT FURTHER RESOLVED that section 5.5 of the Basic Plan Document, “Hardship Withdrawals” is hereby restated and amended to read as follows:

### **5.5 Hardship Withdrawals**

- a. Hardship withdrawals shall be permitted under the Plan to the extent permitted by the Individual Agreements controlling the Account assets to be withdrawn to satisfy the hardship.
- b. The Individual Agreements shall provide for the exchange of information among the Employer or Employer’s agent and the Service Provider(s) to the extent necessary to implement the Individual Agreements, including, in the case of a hardship withdrawal that is automatically deemed to be necessary to satisfy the Participant's financial need (pursuant to Section 1.401(k)-1(d)(3)(iv)(E) of the Income Tax Regulations). In addition, in the case of a hardship withdrawal that is not automatically deemed to be necessary to satisfy the financial need (pursuant to Section 1.401(k)-1(d)(3)(iii)(B) of the Income Tax Regulations), the Service Provider shall obtain information from the Employer or other Service Provider(s) to determine the amount of any plan loans and rollover accounts that are available to the Participant under the Plan to satisfy the financial need.
- c. Safe Harbor Contributions/QNECs/QMACs. Effective 1/1/2020, hardship distributions are permitted from Qualified Non-Elective Contributions, Qualified Matching Contributions or contributions used to satisfy the safe harbor requirements of Code sections 401(k)(12) or 401(k)(13), or 401(m)(11) or 401(m)(12), if available under the Plan and not held in a Custodial Account.
- d. Amount Necessary to Satisfy Need Requirement. Effective 1/1/2020, a distribution will be determined to satisfy an immediate and heavy financial need only if the three criteria listed below are met:
  - i. The distribution is not in excess of the amount required to satisfy the financial need (including any amounts necessary to pay any federal, state or local income taxes or penalties reasonably anticipated to result from the distribution);
  - ii. The Participant has obtained all other currently available distributions, other than hardship distributions, under any deferred compensation plan, whether qualified or nonqualified, maintained by the Employer; and
  - iii. The Participant has represented (in writing or by an electronic medium) that he has insufficient cash or other liquid assets to satisfy the financial need.

- e. Six-Month Suspension. Effective 1/1/2020, the Plan will not initiate a six-month suspension period on Elective Deferrals (and after-tax contributions) following a hardship distribution.
- f. Loan Requirement. Effective 1/1/2020, Participants are not required to take all available nontaxable loans before applying for a hardship distribution.
- g. Modification of Repair Expense. Between 1/1/18 and 2/17/19, the plan modified the safe harbor immediate and heavy financial need expense relating to damage to a principal residence (i.e., §1.401(k)- 1(d)(3)(iii)(B)(6) and Basic Plan Document 5.5(g)) to include expenses for the repair of damage to the Employee's principal residence that would qualify for the casualty deduction under Code section 165. Effective 2/19/19, the plan modified the safe harbor immediate and heavy financial need expense relating to damage to a principal residence (i.e., §1.401(k)- 1(d)(3)(iii)(B)(6)) to include expenses for the repair of damage to the Employee's principal residence that would qualify for the casualty deduction under Code section 165 (determined without regard to section 165(h)(5) and whether the loss exceeds 10% of adjusted gross income).
- h. New Safe Harbor Financial Need Provision. Effective 1/1/2020, the following immediate and heavy financial need will be considered as a safe harbor criteria for hardship distributions in addition to the safe harbor financial need provisions outlined in 5.5(g) of the Basic Plan Document and §1.401(k) - 1(d)(3)(iii)(B):
  - i. Expenses and losses (including loss of income) incurred by the Employee on account of a disaster declared by the Federal Emergency Management Agency (FEMA) under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, provided that the Employee's principal residence or principal place of employment at the time of the disaster was located in an area designated by FEMA for individual assistance with respect to the disaster.

BE IT FURTHER RESOLVED that the Plan, as restated and amended is hereby approved and adopted.

IN WITNESS WHEREOF, the Plan Sponsor has caused this Resolution and Amendment to be adopted this

\_\_\_\_\_ day of \_\_\_\_\_, 2019.

Manhasset UFSD

By:

**MOTION:** The Board of Education hereby unanimously approves the consent agenda.

**PROPOSED BY:** Ms. Aitken

**VOTE:** Ms. Aitken, Ms. Monterosso, Mr. Prinzo, Ms. Rule - YES

**MOTION APPROVED:** 4-0

## **I. Upcoming Items of Interest**

### **Upcoming Board of Education Meetings**

Date	Day	Meeting	Presentation	Location	Time
<b>December</b>					
19	Thursday	Board Meeting		District Office - Community Room	8:00 pm
<b>January</b>					
9	Thursday	Board Meeting	Teachers College Reading Project	EOC Building-65 High Street	8:00 pm
22	Wednesday	Board Meeting	STEAM	District Office	8:00 pm
<b>February</b>					
6	Thursday	Board Meeting	Social Emotional Learning and Responsive Classroom	District Office	8:00 pm
27	Thursday	Board Meeting	Fund Balance Presentation	District Office	8:00 pm

**Upcoming Board of Education Policy Committee Meetings - All at District Office**

Date	Day	Time
<b>December</b>		
6	Friday	8:30 am
13	Friday	8:30 am
<b>January</b>		
10	Friday	11:00 am
17	Friday	8:30 am
31	Friday	8:30 am
<b>February</b>		
7	Friday	8:30 am
28	Friday	8:30 am

On motion duly made at 8:47 p.m., the Board adjourned the Regular Meeting.

**MOTION:** The Board of Education hereby adjourns the Regular Meeting.

**PROPOSED BY:** Ms. Aitken

**VOTE:** Ms. Aitken, Ms. Monterosso, Mr. Prinzo, Ms. Rule - YES

**MOTION APPROVED:** 4-0

Respectfully submitted,  
Christine N. Michelen  
District Clerk