

**MINEOLA UNION FREE SCHOOL DISTRICT
MINEOLA, NY**

Business Meeting Minutes

The Mission of the Mineola Union Free School District is to inspire each student to be a life-long learner, pursue excellence, exhibit strength of character and contribute positively to a global society.

Board Goals - 2013-2014

Educational

- To continue to integrate the Common Core standards with an emphasis on new grade level assessments which measure student progress in specific standards
- Develop and implement a plan to encourage HS students to challenge AP and/ or College level coursework with the goal of every student gaining this experience before they graduate
- Develop a system to assess the District's Strategic Objectives and report on progress toward those objectives
- Explore the feasibility of 5 day Pre-K for all students

Facilities

- Explore the feasibility of green technologies as part of the projects associated with our Capital reserve expenditures
- Implement and maintain a comprehensive security plan

Finance

- Not to exceed the allowable tax levy cap while continuing to maintain and enhance all of our programs.

DATE: February 27, 2014 (rescheduled from 2/13/14- due to weather)

LOCATION: Willis Ave. School

OPEN WORK SESSION 7:00 p.m. 2nd Floor Board Room

Board of Education

Arthur Barnett, President
Christine Napolitano, Vice President
Patricia Navarra, Trustee
Nicole Matzer, Trustee
William Hornberger, Trustee

Central Office

Dr. Michael Nagler, Superintendent of Schools
Jack Waters, Asst. Supt. for Finance & Operations
Patricia Burns, Asst. Supt. of Curr.,Instr.,&Assess.
Andrea Paggi, District Clerk

- A. Call to Order - 7:05pm**
- B. Pledge of Allegiance**
- C. Reading of Mission- Artie Barnett**
- D. Moment of Silent Meditation**

E. Dais & Visitor Introductions

F. High School Student Organization Report

There was no Student Organization report this evening.

G. BOE Reports

a. Comments from Board Trustees

Ms. Matzer attended the Middle School Production of "The Little Mermaid" and it was wonderful. She also commented on the new sound system which is now in place. Ms. Matzer also enjoyed Jazz Night at the High School.

Ms. Navarra stated that she attended Jazz Night and it was wonderful. She also commented that the security guard at the high school commented to her on how lucky we are in this District, with all of the events and the active participation of the community. Ms. Navarra also spent time at Jackson Avenue with the 3rd grade and learned a great deal about frogs during their science lessons.

Ms. Napolitano stated that she attended many of the same events already mentioned as well as the Baseball fundraiser at McDonald's. Ms. Napolitano had the opportunity to visit classes at Meadow Drive before the winter break. Ms. Napolitano was impressed with all that she saw going on at the school and especially enjoyed the Olympic events during gym periods. Ms. Napolitano stated that she wanted to mention that recently there was an article in the paper regarding Dan Cohen, whose children attended Mineola. Mr. Cohen has a charity "Music of Memory" that provides music on iPods to Alzheimer patients. Ms. Napolitano asked if in keeping with the mission of the district is there a way for our students to get involved with this charity, for example donating iPods. The Superintendent stated that he would talk to the Student Service Center at the High School.

b. Comments from Board President

Mr. Barnett stated that he attended the Mustang Stakes and it was a great night. He commented that "Little Mermaid" was wonderful. Mr. Barnett was happy to announce that the State Appeals Court has struck down the Nassau County appeal of the tax certiorari and this is finally done. Mr. Barnett attended Jazz Night and stated that everyone did a great job and there is a lot of talent.

c. Comments from Superintendent

The Superintendent stated that he attended Jazz Night and is also looking forward to Choral Night on 3/5. These events are a nice showcase of the talents of our students. He stated that "The Little Mermaid" was amazing and to involve 150 middle schoolers in the production is a remarkable task. Dr. Nagler gives kudos

to Mr. DeLuca and his crew. Dr. Nagler also attended the Mustang Stakes and it was an enjoyable evening. The Superintendent stated that there has been a lot of snow this winter, which resulted in five postponements. This is the most days in many years. He stated as a result of these postponements, it is necessary to use 1 make-up day which is Friday May 23rd. He cautioned that at this time, it is predicted that there may be significant snow Sunday into Monday. If it becomes necessary to close the school, then the district will lose Tuesday, April 22nd. The Superintendent will be in Albany, but notification will go out in case of school postponement. Mr. Hornberger asked the Superintendent for clarification of the number of days required by the State and how only one day needed to be made up. Dr. Nagler reviewed the numbers again. Finally, the Superintendent stated that he wanted to comment on an issue that was brought up during the Commissioner's Conference that was hosted by Mineola. A participant had commented that visits to the schools should take place when they are unannounced to see what is really going on. Dr. Nagler stated that he has recently made 3 unannounced visits with Board members to 3 different schools (Jackson, Meadow, and the High School). On each occasion, students were all engaged and happy. He added that children are always honest with you when asked a question. Dr. Nagler stated that he was proud of everything that he saw going on in the schools.

H. Old Business

Mr. Barnett asked the Board if there was any old business. Mr. Hornberger asked about the status of the monitors on the security desk at the High School. The Superintendent stated that he had just had his close out meeting with the security company and the matter of monitors on the desk was discussed. It is felt that it is a better security procedure to not have the monitor on the desk top but rather to place it below the desk. He added that it is also being discussed that a large screen will be placed in Dr. Moriarty's office. Dr. Nagler stated that the security system is clear and easy to use. It was also stated that we are almost ready to conduct a lockdown drill, which will mimic a real event. Mr. Barnett asked if a dry run could be conducted when school is not in session. The Superintendent stated that that is the plan. Ms. Napolitano asked if all personnel training have been completed. The Superintendent stated that all staff using the cameras and panic button has been trained. There was no additional old business.

I. New Business

Annual Election and Budget Vote - May 20, 2014

RESOLUTION # 40 - BE IT RESOLVED that the Board of Education of the Mineola Union Free School District approves of the following information regarding the Annual Election and Budget Vote scheduled for May 20, 2014:

- (a) The District's Annual Election will be held on **Tuesday, May 20, 2014**.
- (b) The District Clerk be authorized to make all necessary arrangements for the registration of qualified voters and for the conduct of the District's Annual Election to be held on **Tuesday, May 20, 2014**, including the rental and delivery of voting machines and the publication of the necessary notices of public budget hearing, and of said registration, as required by law, in the **Mineola American and Williston Times**.
- (c) The polls on the date of the Annual Election will be open for the period from 6:00 a.m. to 9:00 p.m., both inclusive.
- (d) The polls for voting purposes at these locations will be designated as (1) Jackson Avenue School; and (2) Meadow Drive School.
- (e) Each of the Inspectors of Election and Registrars designated by the Board of Education serve for such Annual Election and be compensated in the sum of **\$10.00** per hour for their services.
- (f) The President of the Board of Education will be designated as Chairperson, calling the election to order.
- (g) The form and content of the notice of the Public Budget Hearing and of the registration of voters and the annual election including the dates, times and places thereof as set forth in such notices, all as prepared by the District Clerk and annexed hereto, be approved.
- (h) Dr. Nagler and Mrs. Paggi are designated as Poll Clerks to canvass "affidavit ballots" to meet at the Superintendent's Office on **Wednesday, May 21, 2014**, at 3:00 p.m. for such purpose.
- (i) The Budget Hearing will take place on **Thursday, May 8, 2014** at 7:00 p.m., at the Willis Avenue School, with regard to the special meeting.
- (j) A special evening registration of voters shall take place on **Tuesday, May 6, 2014**, from 4:00 p.m. to 8:00 p.m. at the Willis Avenue School, located at 121 Jackson Avenue, Mineola, NY 11501.

Motion: Nicole Matzer

Second: William Hornberger

Discussion: There was no discussion.

Yes: William Hornberger
Nicole Matzer
Patricia Navarra
Christine Napolitano
Arthur Barnett

No: No

Passed: Yes

Awarding of Bid- Kitchen Alterations and Renovations at Jackson Avenue School

RESOLUTION # 41- BE IT RESOLVED that the Board of Education of the Mineola Union Free School District approves the award of Contract "G": General Construction, Environmental Abatement, Heating, Ventilation, Plumbing and Electrical Work- Project (SED No. 28-04-10-03-0-004-020) bid opened January 27, 2014 to the lowest responsible bidder meeting specifications, FML Contracting, Inc., for a total contract price of \$329,800.00, which includes alternate bid items G2 and G3, which is the replacement of two interior doors.

Motion: Christine Napolitano

Second: William Hornberger

Discussion: The Superintendent stated that this renovation will be paid for from the cafeteria fund. The bids came in higher than originally expected; however it is felt that there will be enough in the fund even if problems arise. The majority of this job is new equipment. The time line for this job is the summer and will take approximately 8 weeks. It is anticipated that the job will be completed around August 18th. There was no additional discussion.

Yes: William Hornberger
Nicole Matzer
Patricia Navarra
Christine Napolitano
Arthur Barnett

No: No

Passed: Yes

Disbanding of Financial Planning Committee

RESOLUTION # 42- BE IT RESOLVED that the Board of Education of the Mineola Union Free School District approves the disbanding of the Financial Planning Committee, with appreciation for their service.

Motion: Christine Napolitano

Second: William Hornberger

Discussion: Mr. Barnett asked the Board for approval to open up to public comment regarding the Financial Planning Committee. A motion was made by William Hornberger to allow public comments from members of the committee, specific to this resolution; the motion was second by Patricia Navarra. The Board was polled and all were in favor and the motion passed.

Mr. Barnett stated that this resolution was brought up at his request to the Superintendent. Mr. Barnett stated that he feels that the Financial Planning committee no longer has a true purpose due to the various changes that have occurred (for example the tax cap). Mr. Hornberger stated that the Board has struggled with assigning specific tasks for the committee to address since the budgetary process has changed due to the tax cap. The Board had discussed the possibility of having the committee look at changes to the Pre-K program (5 day, 1/2day). Mr. Hornberger stated that he had received mixed comments from the committee members regarding the proposed disbandment. Some are in agreement and others feel that the need still exists for this committee. He stated that as Chair of the committee, the members have always given their expertise and this is an active committee. Mr. Hornberger understands this resolution and is in agreement at this time. Mr. Barnett asked legal counsel, present at the meeting if the District is required to have a financial planning committee and was told that this is not a requirement. The Board is required to oversee the audit process and

Board members are required to go through training as a requirement to serve. Ms. Matzer thanked the committee for their service but stated that she is in agreement with the resolution. Ms. Napolitano stated that she would like comments from the committee members prior to making a statement.

Mr. Barnett opened the floor to comments from the committee members present this evening. There were two members present who spoke and both still felt that the Financial Planning Committee could be of service to the District. Both were in agreement that if the committee was not disbanded, there is a need to add new members. Both gave examples of topics for the committee to address. Ms. Napolitano asked for clarification from the Superintendent of an issue raised by one of the committee members. Dr. Nagler and Mr. Waters explained the issue and details.

Ms. Napolitano stated that she was a Board member at the time when the Financial Planning committee was formed and she appreciates all of that they have done. Since the time that the committee was started, many changes have taken place: tax cap, external and internal audits and the Board member are now mandated to receive budget training. She emphasized that this is not punitive and could change in the future; however the Financial Planning committee is no longer needed. Mr. Barnett stated that in no way is the Board uncomfortable with having people looking over their shoulders, but the committee no longer has a true purpose. There was no further discussion and the Board was polled on Resolution # 42.

Yes: William Hornberger
Nicole Matzer
Patricia Navarra
Christine Napolitano
Arthur Barnett

No: No

Passed: Yes

J. Consensus Agenda

RESOLUTION # 43 -BE IT RESOLVED that the Board of Education approves the consensus agenda items J.1.a. through J.6.d., as presented.

Motion: Nicole Matzer
Second: Patricia Navarra

Discussion: There was no discussion.

Yes: William Hornberger
Nicole Matzer
Patricia Navarra
Christine Napolitano
Arthur Barnett

No: No

Passed: Yes

1. **Accepting of Minutes**

- a. That the Board of Education accepts the minutes of the January 16, 2014 Workshop Meeting as presented.

2. **Instruction**

a. Leave(s) of Absence/Child Rearing

1. That the Board of Education grants a request to Krista O'Donnell, for an unpaid Leave of Absence, for child-rearing purposes, starting approximately April 1, 2014 to June 30, 2014.

b. Appointment(S) Sub Teacher per diem

The Board of Education accepts the following individual(s) as Per Diem Substitute Teacher(s) for the current school year, at a daily rate of \$100.00 per day; and retirees at a daily rate of \$125.00 per day.:

| <u>EMPLOYEE NAME</u> | <u>EMPLOYEE CERTIFICATION</u> |
|----------------------|-------------------------------|
| 1. Briana Sloper | SWD (1-6), Childhood Ed (1-6) |

3. **Instruction: Committee on Special Education**

- a. That the Board of Education approves the CSE/CPSE/SCSE recommendations for programs and services for students with IEPs for the time period from 11/1/13- 12/31/13. Please be advised that all of the parents have received the student's IEP and a copy of their DUE process rights.

4. **Instruction: Contracted**

- a. That the Board of Education accepts the Special Education Services Contract between Westbury UFSD and the Mineola UFSD for the 2013- 2014 school year.
- b. That the Board of Education accepts the Special Education Services Contract for a Parentally Placed student between Westbury UFSD and the Mineola UFSD for the 2013- 2014 school year.
- c. That the Board of Education accepts the Special Education Services Contract for a Parentally Placed student between Manhasset UFSD and the Mineola UFSD for the 2013- 2014 school year.
- d. That the Board of Education accepts the Special Education Services Contract for a Parentally Placed student between East Williston UFSD and the Mineola UFSD for the 2013- 2014 school year.

5. **Civil Service**

a. Resignation(s)

1. That the Board of Education accept the resignation of Qian Xia, temporary Account Clerk in the Business Office, effective February 10, 2014.

b. Appointments

1. That the Board of Education approve the appointment of Susan Fernandez, to the position of part time Teacher Aide/Lunch Monitor at Meadow Drive School, effective February 4, 2014. Salary is \$13.74 per hour on Step 1.
2. That the Board of Education approve the appointment of Maria Cunha, to the position of part time Teacher/Lunch Aide effective February 4, 2014. Salary is \$13.74 on Step 1.
3. That the Board of Education approve the appointment of Suzanne Aragona, to the position of part time Teacher/Lunch Aide, effective February 6, 2014. Salary is \$13.74 per hour on Step 1.
4. That the Board of Education approve the appointment of Matthew Diaz to the position of Student Worker at the High School, effective March 3, 2014. Salary is \$8.00 per hour.

5. That the Board of Education approves the following positions for the summer of 2014 for the Mineola High School, effective July 1, 2014 through August 30, 2014:

1 - Clerical: Main Office- Assist with the opening & closing of School; ordering supplies and assisting with Mineola East.

1- Clerical: Guidance Office- Update student files, reorganize incoming 8th grader files, removal of graduate files, assist with scheduling and prepare schedules for Mineola East.

1 - Student Worker: Textbooks/Main Office- Barcode new books, organize the bookroom, unpack new supplies, distribute Parochial school books, assist with Mineola East.

3 - Summer Workers: Mineola EAST- Three half days (9:00am- 1:00pm) & two evenings (5:00pm- 8:30pm) to assist with Mineola East, one week Prior to school opening.

6. That the Board of Education approve the appointment of Suzette Sinert to the position of part time Teacher Aide Sub, effective February 24, 2014. Salary is \$13.74 per hour.
7. That the Board of Education approve the appointment of Evangeline Billiris to the position of part time Teacher/Lunch Aide at Meadow Drive School, effective March 3, 2014. Salary will be \$13.74 on Step 1.

c. Leave Replacement

1. That the Board of Education appoint Anna Spatola to the Greeter/Monitor position at Meadow Drive as a Leave Replacement for Cindy Velez who is a Leave Replacement for a full time teacher aide on a Leave of Absence until June 30, 2014. This is effective February 4, 2014. Salary is \$12.79 on Step 6.

6. Business /Finance

a. Treasurer's Report

That the Board of Education accepts the Treasurer's report for the period ending December 31, 2013 and directs that it be placed on file.

b. Approval of Invoices and Payroll

That the Board of Education accepts the Invoices and Payroll for the period ending January 31, 2014

| | | |
|----------------------|------------------|------------------|
| General Warrant # 13 | January 15, 2014 | CK# 71520- 71654 |
| | Checks | \$1,193,309.60 |
| | EFT | \$1,662,354.12 |
| General Warrant # 14 | January 29, 2014 | CK# 71655- 71759 |
| | | \$ 266,147.51 |

TOTAL A/P Warrants: \$3,121,811.23

PAYROLL # 14 & # 15

| | |
|---------|----------------|
| General | \$3,929,423.43 |
| Fund F | \$ 66,724.78 |

TOTAL PAYROLL \$3,996,148.21

c. **Budget Appropriation Adjustment**

That the Board of Education approves the transfer of funds, in the amount of \$100,000 from TANS Interest- budget code: 9760 700 00 7399 to Facilities Upgrades- budget code: 1621 418 00 0000 for the Bus Depot Fuel Tank Paving and other miscellaneous projects.

7. **Business/Finance: Disposal of District Property**

That the Board of Education approves the disposal of the following district property, according to Policy #6900, declaring them obsolete:

- a. Middle School: 12- Old platform risers (4' x 8')- due to the purchase of new "Thrust Stage" risers in the Middle School.
- b. Meadow Drive School: 2- Two step plywood risers- over 40 years old, very heavy and unsafe to move or sit/stand on. Newer plastic "flip-form" risers have been in use.
- c. Meadow Drive School: 1- Baldwin Piano (Serial # 699716)- Piano was built in 1960, is currently in disrepair and missing a major part (lid/cover).
- d. Dodge VIN 1GCCS1449XK118864- Old Mail Pick-up which is completely out of service.

Walk-On Agenda:

Stipulation of Settlement

RESOLUTION # 44 - BE IT RESOLVED that the Board of Education hereby authorizes the Superintendent of Schools to execute a Stipulation of Settlement by and between the Mineola Union Free School District, an employee of the Mineola Union Free School District whose identity has been made know to the Board in Executive Session, and the Mineola Clerical Secretarial Employees Association, the contents of which have been reviewed by the Board in Executive session, and be it further

RESOLVED that the Board of Education hereby accepts the resignation of the employee named in that agreement effective February 13, 2014.

Motion: Nicole Matzer

Second: Christine Napolitano

Yes: William Hornberger
Nicole Matzer
Patricia Navarra
Christine Napolitano
Arthur Barnett

No: No

Passed: Yes

K. Superintendent's Report

Superintendent of Schools' Reports for 2/13/14

Presentations:

1. Tax Levy Calculation
2. Corrective Action Plan Updates
3. Field Usage Policy #3280

The Superintendent's first presentation this evening was the "Explanation of the Tax Levy". *This presentation can be found on the District website, on the Board of Education page under the heading presentations. The Superintendent stated that each District is told by the State how much to raise the levy. Each district can either work within that limit or must make cuts in order to do so. The Superintendent stated that the 2% levy cap is not as straight forward as it sounds. If you simply multiplied this year's levy (77,906,690) by 2%, you would get a levy increase of \$1,558,133; but it is not that easy. The Superintendent displayed the very complicated formula that is utilized in order to determine the tax levy. Dr. Nagler next displayed the District Capital Expense Exemption which first totals: the debt in budget + bus leases + Energy performance contracts and then minuses Building aid and Transportation aid for the total. The Superintendent displayed more slides on the formula for determining the levy cap. The new levy is 79,045,241 and the old levy was 77,906,690 therefore the increase in levy is 1,138,551 or 1.46%. The Superintendent stated the present calculation of a "roll over" budget is 1.65% budget to budget increase, which is an increase of 1,550,000. The major drivers for this increase are: pensions, salaries and special education. The next year's budget will be done without reduction or staff cuts. The Superintendent stated that at the meeting on 3/6, he will present the 2014-2015 budget highlights.

The second presentation for this evening is the Field Usage policy #3280. The Superintendent stated that this presentation is related to a previous discussion on the fee structure for the usage of the fields, which is minimal to the residents. The cost for non-residents is higher, but not cost prohibitive. The Superintendent stated that the District does not need this revenue to put a burden on the residents. He stated that two neighboring districts have increased their fees. It should be clear to individuals seeking to use the fields, what the conditions will be. Ms. Matzer asked for the fees which the district charges. The Superintendent went through the charges and added that the local Little Leagues are not charged because they are non-profit organizations. Mr. Barnett emphasized that we are not making a profit on charging for the use of our fields. The Superintendent recommends not changing the policy or the costs as a courtesy to residents. Ms. Napolitano suggested that the paperwork for the permit should clearly state that during the summer months the field may not be maintained in the same manner as during the high school sports season. She also stated that we do not want residents mowing the grass. The Superintendent stated that all it takes is a phone call/ email to him and it would be taken care of. There were no further comments and it was agreed that the field usage policy would be looked at again during the Board Policy Review meeting.

The final presentation is the "Corrective Action Plan Updates". The Superintendent stated that currently many of the recommendations are being followed up or have been corrected. The Internal Audit is currently in the process of being done and within a month, it is anticipated that auditors will meet with the Board to discuss their findings. The Superintendent stated that he has been made aware of some of the preliminary findings and there has been nothing that is alarming. As previously reported, there are no recommendations from the External Auditors. There was no further discussion.

Superintendent Comments

The Superintendent stated that he had received a request from Ms. Regan for the Board to move the April 3rd Workshop Meeting to the High School, in order to support the Macaroni fundraiser to benefit the INN. The Board was in agreement and the change of location will be posted on the website and around the district.

Mr. Barnett stated that he had one final item: there will be a date set for the next policy review meeting by the next Board meeting on 3/6/14.

L. Public Comments

Mr. Barnett opened the floor to public comment. One resident who asked a question regarding the Veteran exemption and the Board president responded to him. There were no additional comments.

The Superintendent stated that he was in need of an executive session.

M. Executive Session Time: 8:40 p.m.

At 8:40pm, a motion was made for the Board of Education to go into executive session to discuss the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation.

Motion: Christine Napolitano

Second: William Hornberger

Yes: William Hornberger
Nicole Matzer
Patricia Navarra
Christine Napolitano
Arthur Barnett

No: No

Passed: Yes

N. Adjournment Time: _____ p.m.

Motion: _____

Second: _____

Yes: _____

No: _____

Passed: _____

Respectfully Submitted,

Andrea M. Paggi