

**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 - 2012-2013

Educational

- To use technology and NWEA assessment data to provide differentiated homework thereby increasing individual student achievement.
- To implement the Common Core Curriculum with an emphasis on assuring a correlation between the grade level unit assessments and State exam.
- Create grade 7-12 ELA curriculum in line with Common Core shifts in ELA/Literacy
- Continue to encourage HS students to challenge AP and/ or College level coursework with the goal of every student gaining this experience before they graduate
- Continue to engage the community in the District's Strategic Plan with a specific focus on the quality indicators that define Mineola's expectations of academic excellence.
- Assess the long term viability and explore expansion of the elementary world language program. Assess current program through parental input and student data.
- Implement, monitor and assess the effectiveness of the Pre-K -7 science program

Facilities

- Continue projects that incorporate 'green' technologies that over time will decrease our dependency on fossil fuels
- Begin to fund our Capital Reserve with the goal of achieving new windows and doors on all 4 elementary buildings

Finance

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

DATE: October 18, 2012

LOCATION: Willis Ave. School

OPEN WORK SESSION

7:00 p.m. 2nd Floor Board Room

Board of Education

William Hornberger, President
Terence Hale, Vice President
Irene Parrino, Trustee
Arthur Barnett, Trustee
Christine Napolitano, Trustee

Central Office

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

A. Call to Order - 7:05pm

B. Pledge of Allegiance

C. Reading of Mission- Terence Hale

D. Moment of Silent Meditation

E. Dais & Visitor Introductions

F. High School Student Organization Report

Tonight's Student Organization report is by Brittany Vera. It was reported that seniors have begun the process of applying for college and there have been three college mini-fairs at the high school. The Austrian Exchange student are here and enjoying themselves. They have a very busy schedule during there time here. The juniors took the PSAT's on Wednesday 10/17 and this gave them a taste of what to expect when they take the SAT's. The Marching Band Home Show is this Saturday, 10/20 at Tully Park and Brittany encouraged everyone to attend. The Superintendent thanked Brittany for her report.

The Superintendent stated that for the next presentation he has invited representatives from the Marching Band to speak. Mr. Freeman introduced Kerri Barnett and Angela Riberio, drum majors to the Board. They stated that this year's show is titled "Everest- Journey to the Top of the World" and it contains many movements. The Band began practicing twice per week in May and attended band camp for a week in August. September and October is the competition season and next week is the championship in Syracuse. The Home Show will take place Saturday, October 20, 2012 at 6:30pm in Tully Park and all are encouraged to attend. On Wednesday, 10/24, the Band will perform at Hofstra and the performance will be televised on MSG Varsity, date to be announced. Also, on Wednesday, 10/10, the Marching Band was invited to Lincoln Center to perform for Cartoon Network. The Superintendent thanked the girls for their presentation and wished the Band good luck this season.

G. Old Business

Mr. Hornberger asked the Board if they had any old business. Mr. Barnett asked for an update on the Jackson Avenue Loop. The Superintendent stated that he attended the Village meeting and described the work and the need for the curb cut. He was able to answer the Board members questions. The Superintendent stated that the Village Board voted and approved the curb cut and work has been scheduled to begin Friday or Monday. The job is expected to take approximately 2 weeks. The asphalt plant is due to close the 2nd week in November.

Ms. Parrino asked for an update on Meadow Drive. The Superintendent stated that the plans have been modified and some of the cosmetic and landscaping items were taken out of the plans. The plans went to bid 10/24 and the approximate cost of the job is \$900,000. Mr. Hornberger asked if the bid opened on 10/24 when can we anticipate awarding the bid. The Superintendent stated that a vote should take place on November 1st.

Mr. Hornberger thanked the Superintendent for the new seating configuration. He stated that the audio sound quality is an issue and asked the Superintendent if there are different options available. The Superintendent stated that currently we borrow equipment from our programs to film the meetings, burn the tape to disc and send to the Village to be put on the local station. We have not spent any money until this point on producing the videos. Another issue is that the TV station is not available to everyone in the community. The Superintendent recently attended a round table meeting in Great Neck and inquired about their sound system. The Superintendent stated that he obtained a price for an entire package which includes permanent equipment and live stream of meeting and the cost is \$34,000. He stated he wants feedback from the Board regarding what they want: an entire package or pieces. Does the Board want to go out and take care of everything at once and do they want to stream live on the web? Ms. Napolitano stated that the Board needs to consider

what value is placed on communicating with the community. She liked the idea of live streaming and feels this is the wave of the future. Ms. Napolitano would like the Superintendent to obtain more quotes but stated that she would like to see the job done once correctly. Ms. Parrino suggested that a survey be done to get feedback from parents; would they watch the live feed. Mr. Barnett stated that currently the broadcasts are embarrassing and the sound quality is terrible. He would like the Superintendent to get more price quotes. He believes that people in the community would be interested in the live feed. Ms. Parrino asked if we can currently put the meetings on our website and the Superintendent stated that we do not have the capacity at this time. He added that in order to do that we would need new servers which would be very costly. Ms. Napolitano asked with the quote that the Superintendent received, would people have the ability to watch the meeting at other times. The Superintendent stated that they will have the ability to watch at other times. Ms. Parrino stated again that she would like community feedback. The Superintendent stated that he could blog about it and get feedback. Mr. Hornberger stated that the Board would like the Superintendent to look at other vendors for prices for the entire job and would like to get community feedback.

H. New Business

RESOLUTION # 25-**BE IT RESOLVED** that the Board of Education of the Mineola Union Free School District hereby accepts the Corrective Action Plan ("CAP") related to the Risk Assessment Update and hereby instructs the Assistant Superintendent for Finance and Operations to file such a plan with the NYSED Office of Audit Services.

Motion: Terence Hale

Second: Christine Napolitano

Discussion: Mr. Hornberger asked the Superintendent to explain this resolution. It was stated that Cullen and Danowski came in July to review the audit and discuss the items. The audit was accepted and now it is time to file the corrective action plan. Ms. Parrino asked for the time frame for filing and it was stated that we have 90 days to file the plan. Ms. Parrino stated that she would like for Mr. Waters to report back to the Board on the progress of the plan. The Superintendent stated that Mr. Waters could give an update report to the Board in February. There was no further discussion.

Yes: Christine Napolitano
Arthur Barnett
Irene Parrino
Terence Hale
William Hornberger

No: None

Passed: Yes

H. New Business (continued)

RESOLUTION # 26 -BE IT RESOLVED that the Board of Education of the Mineola Union Free School District hereby accepts the Corrective Action Plan ("CAP") related to the Agreed Upon Procedures Special Education Audit and hereby instructs the Assistant Superintendent for Finance and Operations to file such a plan with the NYSED Office of Audit Services.

Motion: Arthur Barnett

Second: Christine Napolitano

Discussion: The Superintendent stated that as a District, we ask the auditors to do an audit of specific areas of the District. The Board requested that an update on this CAP also be done by Mr. Waters in February. There was no further discussion.

Yes: Christine Napolitano
Arthur Barnett
Irene Parrino
Terence Hale
William Hornberger

No: None

Passed: Yes

I. Consensus Agenda

RESOLUTION # 27 -BE IT RESOLVED that the Board of Education approves the consensus agenda items I.1.a. through I.6.a.1., as presented.

Motion: Terence Hale

Second: Irene Parrino

Discussion: The Superintendent stated that item # I.2.b.2. need to be amended- Hilary Pavel start date should be 10/4/12. A motion was made by Terence Hale to approve the amendment to the consensus agenda and was second by Christine Napolitano. All were in favor to accept the amendment to the consensus agenda.

Mr. Hornberger asked if there was any further discussion. Mr. Barnett inquired what the total number of permanent subs to be hired by the District will be. The Superintendent stated that there will be a total of 25 permanent subs. Mr. Barnett asked if the permanent subs from the Middle School can be used anywhere else within the District and was told that those subs can be shared with both the elementary schools and the high school. Ms. Parrino had a question regarding JoAnn Greene's report, what is "Naviance". The Superintendent stated that it is a program being used by the Guidance department at the high school and Dr. Smith will be coming to a Board meeting to explain the program. Mr. Hale also had a question from that report, the explanation for the Home Depot bill stated that the wood was for a skateboard ramp. The Superintendent stated that the explanation is incorrect; it is a ramp for the art room stadium seating. There was no further discussion. Mr. Hornberger asked for a vote to accept the amended Resolution #27.

Yes: Christine Napolitano
Arthur Barnett
Irene Parrino
Terence Hale
William Hornberger

No: None

Passed: Yes

1. **Accepting of Minutes**

- a. That the Board of Education accepts the minutes of September 6, 2012 Workshop Meeting as presented.

2. **Instruction**

- a. **Leave(s) of Absence/Child Rearing**
 1. That the Board of Education grants a request to Theresa Duignan, for a unpaid Leave of Absence, for child-rearing purposes, starting approximately November 11, 2012 to June 30, 2013.
 2. That the Board of Education grants a request to Morgan Mercaldi, for a Leave of Absence, for child-rearing purposes, using accumulated sick days, starting approximately February 1, 2013.

b. Appointments Instruction

1. The Board of Education approves the recommendation of the Superintendent to increase the appointment of Cynthia Kopp, from a .5 PreK Teacher to a .75 PreK teacher at Meadow Drive, effective September 25, 2012 with a salary of .75% of MA+30, Step 2, \$75,120.00 equaling \$56,340.
2. The Board of Education approves the recommendation of the Superintendent to increase the appointment of Hilary Pavels, from .6 to .7 part time physical education teacher at Hampton Street, effective September 1, 2012. Salary: .7 of MA, Step 1, \$67,604 equaling \$47,323.
3. The Board of Education approves the appointment of Elizabeth Gazzini, to the position of Hourly Special Education Teacher at Jacksn Avenue, effective September 1, 2012. Salary: \$54.77 per hour.

c. 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. Laura J. Baldwin	Early Childhood Ed(Birth-2), SWD(Birth-2), Childhood Ed (1-6), SWD(1-6)

d. Appointment(S) Perm Sub

1. The Board of Education approves the appointment of Laura J. Baldwin, to the position of Permanent Substitute Teacher, at Meadow Drive, effective October 1, 2012 to Ma 31, 2013. Salary: \$100 per day
2. The Board of Education approves the appointment of Cynthia L. Kopp, to the position of .25 part time Permanent Substitute Teacher at a daily rate of pay .25 of \$100.
3. The Board of Education approves the appointment of Annette Amber, to the position of .5 Permanent Substitute Teacher, at Hampton Street, at a daily rate of pay .50% of \$100.
4. The Board of Education approves the appointment of Thomas J. Oswald, to the position of Permanent Substitute Teacher, at Mineola High School, effective October 1, 2012 to May 31, 2013, at a daily rate of pay, \$100.00.
5. The Board of Education approves the appointment of Kristen Dexter, to the position of Permanent Substitute Teacher, at Mineola High School, effective October 1, 2012 to May 31, 2013, at a daily rate of pay, \$100.00.
6. The Board of Education approves the appointment of Laura Johnson, to the position of Permanent Substitute Teacher, at Mineola High School, effective October 1, 2012 to May 31, 2013, at a daily rate of pay, \$100.00.
7. The Board of Education approves the appointment of Beverly C. Coleman, to the position of Permanent Substitute Teacher, at Mineola High School, effective October 1, 2012 to May 31, 2013, at a daily rate of pay, \$100.00.
8. The Board of Education approves the appointment of Nicholas Pontolillo, to the position of Permanent Substitute Teacher, at Mineola High School, effective October 1, 2012 to May 31, 2013, at a daily rate of pay, \$100.

3. Instruction: Contracted

- a. That the Board of Education accepts the Related Services Contract between S.E.E.D.S.and the Mineola UFSD for the 2012- 2013 school year.

- b. That the Board of Education accepts the Special Education Services Contract between West Hempstead UFSD and the Mineola UFSD for the 2012- 2013 school year.
- c. That the Board of Education accepts the Special Education Services Contract for a Parentally Placed student between Bethpage UFSD and the Mineola UFSD for the 2012- 2013 school year.
- d. That the Board of Education accepts the Individual Related Service provider agreement between Carol A. Sullivan, M.S. CCC and the Mineola UFSD for the 2012- 2013 school year.
- e. That the Board of Education accepts the Related Service agreement between Marion Care, Inc. and the Mineola UFSD for the 2012- 2013 school year.

4. **Civil Service**

a. **Appointments**

- 1. That the Board of Education approve the appointment of Cyriac Jacob, to the position of Student Worker at the High School, effective September 24, 2012. Salary is \$8.50 per hour.
- 2. That the Board of Education approve the appointment of Olga Santoli to the position of part time Greeter at the Middle School, replacing Christina Garafolo, effective October 15, 2012. Salary will be \$10.00 per hour on Step 1 (2008/2009 Teacher Aide Salary Schedule). Probation is 26 weeks.
- 3. That the Board of Education approve the appointment of Debra Annala, to the position of part time Greeter at the Middle School, effective October 15, 2012, Salary is \$10.00 per hour on Step 1 (2008/2009 Teacher Aide Salary Schedule). Probation is 26 weeks.

b. **Leave(s) of Absence**

- 1. That the Board of Education grant a request to Teresa Coleman, 10 month Bus Driver, a Leave of Absence for personal reasons, effective October 25, 2012 through November 2, 2012.

c. **Leave(s) of Absence**

- 1. That the Board of Education approve a paid Medical Leave of Absence to Daisy Aviles, Bus Attendant for Transportation, effective September 19, 2012. Return from Leave will be approximately 42 days and at the discretion of her doctor.

5. **Business /Finance**

a. **Treasurer's Report**

That the Board of Education accepts the Treasurer's report for the period ending August 31, 2012 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 September 30, 2012

Warrant #5	\$ 485,766.19
Warrant #6	\$ 1,188,251.08

TOTAL EXPENSES \$ 1,674,017.27

PAYROLL #5 & #6

General	\$4,099,610.87
F Fund	\$ 45,267.43

TOTAL PAYROLL \$4,144,878.30

c. **Budget Appropriation Adjustment**

That the Board of Education approves the acceptance of revenue in the amount of \$8,370 generated from Spring Musical receipts and makes appropriation adjustments to the following Budget Code: 2110.200.00.2400.

6. **Other**

a. **Salary Increase:**

1. That the Board of Education approves the 2% increase for JoAnn Greene, Internal Claims Auditor, placing her annual stipend at \$17,478 for the 2012-2013 school year.

J. Public Comments

Mr. Hornberger opened the floor for public comments. One community member/parent just stated that the Naviance program is amazing. No further comments.

K. Board of Education Reports

Comments from Board President

Superintendent of Schools' Reports for 10/18/12

Presentation for 10/18/12: Students from the Marching Band

Superintendent Comments:

The Superintendent stated that he has two items to discuss this evening. Dr. Nagler stated that he is finalizing the Board of Education Agenda topics and highlights for the year and he would like feedback from the Board regarding what they would like to see included on the schedule. The following items were suggested: strategic planning, the pilot language program and a facilities report. Mr. Hornberger stated that he would like to hear from the financial committee twice, once for a report on actuals and also regarding the budget. Mr. Hornberger asked Mr. Waters when he would be meeting with the financial committee and he stated hopefully within the next few weeks. The Superintendent stated that he would complete the Agenda topics/ highlights and send it out to the Board.

The Superintendent stated that he is also finalizing his Goals and deliverables. The Superintendent stated that he is rated according to the 8 Standards of Leadership for Superintendents, which involves a number rating system and comments. There is no rubric involved. The Superintendent stated that his concern in finalizing his goals was receiving a rating that has no comments. This makes it very difficult to know how to improve and he would like to establish the standards. The Superintendent stated that his concern is that if the task is laid out and all of the standards are met, according to the rating system it should be a "3". When this is not the rating and there is no explanation, it becomes difficult to plan new goals. Mr. Hornberger stated that he does not move away from the current 8 Standards, but he stated that the process needs to improve and comments should be mandatory. Additionally, he stated that the Superintendent can look into how other Superintendent evaluations are being done.

The Superintendent stated that has a few other comments tonight. Dr. Nagler stated that there is an anticipated start date of 10/29 for the 3rd grade language program. These classes will be taught by Mrs. Coppi, Ms. Klein and Ms. Nelson. There were 100 volunteers for the language program. Ms. Burns and three teachers are in Albany today and they will be presenting on our Common Core Program to other English teachers in the state. Every child in grades K-6 will have taken a unit assessment by the end of the week. Finally, Dr. Nagler stated that he, Ms. Napolitano and Ms. Parrino were at Jackson Avenue School to receive an award for the healthy meal program. The school was treated to an assembly featuring "Broccoli Rob". This assembly was also attended by Senator Martins and Congresswoman McCarthy.

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

L. Executive Session Time: 8:30 p.m.

At 8:30pm, a motion was made for the Board of Education to go into executive session to discuss negotiations.

Motion: Terence Hale

Second: Arthur Barnett

Yes: Christine Napolitano
Arthur Barnett
Irene Parrino
Terence Hale
William Hornberger

No: None

Passed: Yes

M. Adjournment Time: _____ p.m.

Motion: _____

Second: _____

Yes: _____

No: _____

Passed: _____

Respectfully Submitted,

Andrea Paggi