

**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 - 2011-2012**

- ***Educational***
  - *To increase the use of assessment data (NWEA) to inform differentiated instruction thereby increasing individual student achievement*
  - *To continue our growth as professional learning communities focusing on common formative assessments to demonstrate individual student growth*
  - *Re-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*
  - *Increase opportunities for participation in science and math research at the elementary and middle school levels*
  
- ***Facilities***
  - *Continue projects that incorporate "green" technologies that over time will decrease our dependency on fossil fuels*
  
- ***Finance***
  - *To continue the district initiative to actualize a five year plan to maintain a stable tax levy while minimizing loss of program*

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**DATE: December 19, 2011**

**LOCATION: Willis Ave. School**

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

**Board of Education**

Christine Napolitano, President  
William Hornberger, Vice President  
John McGrath, Trustee  
Irene Parrino, Trustee  
Terence Hale, 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- Mr. McGrath**
- D. Moment of Silent Meditation**
- E. Dais & Visitor Introductions**

## **F. High School Student Organization Report**

There was no report tonight.

The Superintendent stated that tonight we will have a special performance at the meeting. The Superintendent stated that tomorrow night at the high school will be the second Winter Concert and tonight to give us a preview is a part of the String Ensemble lead by Ms. Campbell. The students performed three pieces including "I Saw Mommy Kissing Santa Claus".

The Superintendent thanked the students for their performance and encouraged everyone to come out and enjoy the talents of our students at tomorrow night's concert.

## **G. Old Business**

**RESOLUTION # 46** -WHEREAS, the District has been advised that Resolution #1 adopted by the Board at the July 1, 2010 Reorganization Meeting pursuant to 2 NYCRR §315.4 ("Standard Work Day and Reporting Resolution") indicated a standard work day for the District Treasurer of four rather than seven hours, and indicated a number of days per month for the District Clerk and District Treasurer, despite the fact that both individuals participate in the District's time keeping system,

NOW THEREFORE BE IT RESOLVED, that the Board of Education of the Mineola UFSD hereby adopts the annexed Standard Work Day and Reporting Resolution (RS 2417-A) in place and instead of the aforesaid Resolution #1, and be it further

RESOLVED, that the Superintendent of Schools is authorized and directed to effect such changes in District records and reports as may be required as a result of the adoption of the foregoing resolution, including posting of such Resolution and submission to the NYS Employees' Retirement System as required by law.

**Motion:** John McGrath

**Second:** William Hornberger

Discussion: The Superintendent stated that two years ago an error was made in the Standard Work Day Reporting, as it was the first time that this was done. This resolution corrects the error that was made.

**Yes:** Terence Hale

Irene Parrino

John McGrath

William Hornberger

Christine Napolitano

**No:** None

**Passed:** Yes

Ms. Napolitano asked the Board if there was any other Old Business. Mr. Hale asked the Superintendent for an update on the Hampton Street Project. The Superintendent stated that the fence went up on Friday and they broke ground today. Mr. Hale asked how the children are entering the building. The Superintendent stated that the children come through the front of the building and Ms. Small has everything organized. Mr. Hornberger asked for an update on the Wills Avenue School. The Superintendent stated that there are three interested parties and he has given tours to all of them. The RFP's are due on December 30, however he may give an extension, due to the holidays. Mr. Hornberger asked about the request from the High School to do an Austrian exchange. The Superintendent stated that there was a request from the High School to do this; and they would like the Board's approval to explore. The Board stated that they are all in favor of the High School exploring an exchange with Austria. Mr. Hornberger asked the Superintendent to explain the error in the grading of the NWEA. The Superintendent stated that the grading error took place in Kindergarten and first grade. The corrections lead to an increase in the reported scores. Mr. Hornberger requested a breakdown of the scores. Mr. Hornberger asked for an update on Jackson Avenue project. The Superintendent stated that currently there is no construction going on at Jackson Avenue and we are in need of an updated kitchen report. The Superintendent stated that right now the focus is on Meadow Drive and it is being debated what the cost of the Jackson Avenue construction and equipment will be. The cost may go above the fund.

Ms. Napolitano asked the Superintendent about Royal Waste and if/when checks were sent to the PTAs. The Superintendent stated that in 2008, a check of \$400 was sent to the Middle School PTA and two checks, one in the amount of \$400 and another in the amount of \$420 were sent to the High School PTA. Royal also purchased two ads from the High School. Ms. Napolitano asked if any money was put into the general fund from Royal Waste. The Superintendent stated that the agreement was that money would go to PTAs.

Mr. McGrath stated that he would like it noted that the District Clerk may open his mail unless marked private and confidential. All other Board members stated that the same is true with their mail.

## **H. New Business**

**RESOLUTION # 47** -**WHEREAS**, the District was identified as one of those parties potentially responsible under the Comprehensive Environmental Response, Compensation, and Liability Act ("CERCLA") for the approximately \$15,000,000 cleanup of the Pt. Washington Landfill Superfund site by virtue of have deposited refuse at the site, and

**WHEREAS**, the District was offered the opportunity to settle all claims against it for the sum of \$15,000 and, together with other similarly situated public entities, has negotiated a release of all such costs and liability in connection with the litigation for the sum of \$10,000, now therefore be it,

**RESOLVED**, that the Board of Education approves the payment of the sum of \$10,000 in satisfaction of all claims against the District in connection with the said litigation and authorizes the President of the Board to execute settlement documents in connection therewith

**Motion:** Terence Hale

**Second:** John Mc Grath

Discussion: The Superintendent stated that this refers to an incident from many years ago that involved the improper disposal of waste. In order to close the books on this matter, we have this resolution to pay \$10,000. Mr. Heidelberger stated that Mineola along with 13 other school districts got together in order to reach a better settlement.

**Yes:** Terence Hale  
Irene Parrino  
John McGrath  
William Hornberger  
Christine Napolitano

**No:** None

**Passed:** Yes

### **I. Consensus Agenda**

**RESOLUTION #48 -BE IT RESOLVED** that the Board of Education approves the consensus agenda items I.1.a.. through I.6.b., as presented.

**Motion:** John McGrath  
**Second:** William Hornberger

Discussion: Ms. Napolitano asked the Board if there were any items for discussion. Mr. Hale stated that he had a question regarding the Internal Claims report. Mr. Hale asked for an explanation of the issue with Royal Window Treatments. Mr. Waters explained that at the High School Mr. Romano signed off on a purchase order that says repair of window treatments. However, some were not repairable and needed to be replaced, so some new blinds were purchased. Mr. Hale also questioned the purchase of new ladders. The Superintendent stated that they needed 10 ft. ladders as there were none. Mr. Hornberger asked if any of the vacant clubs at the Middle School had been filled (chess, math olympiads, or legos). The Superintendent stated that he instructed Mr. Barth to advertise district wide for an advisor. Mr. Hornberger asked for an update at the next meeting.

**Yes:** Terence Hale  
Irene Parrino  
John McGrath  
William Hornberger  
Christine Napolitano

**No:** None

**Passed:** Yes

1. **Accepting of Minutes**

- a. That the Board of Education accepts the minutes of November 3, 2011 Workshop meeting and the November 17, 2011 Business meeting, as presented

2. **Instruction**

a. Leave(s) of Absence/Medical

1. That the Board of Education approves a Medical Leave of Absence using accumulated sick days to Constance Killian, Elementay Teacher, at Jackson Avenue, starting February 16, 2012.
2. That the Board of Education approves an unpaid Medical Leave of Absence to Angelo Suarez, ESL Teacher, at Willis Avenue, effective December 5, 2011.

b. Appointment(S) Sub Teacher per diem

The Board of Education approves the addition of the following candidates to the Per Diem Substitute Teacher List at a daily rate of pay, \$90.00:

	<u>EMPLOYEE NAME</u>	<u>EMPLOYEE CERTIFICATION</u>
1.	Soneya Bonetti	ESL
2.	Christine T. Wunderlich	ESL
3.	Christine Beihoff	Childhood Education (Grades 1-6)
4.	Nicholas Pontolillo	English 7-12

c. Appointments 45 Day Subs

1. The Board of Education approves the appointment of Michelle Topel, to the position of 45 Day Substitute Teacher for Lucy Tuman at Jackson Avenue, effective 12/14/2011 to on or before June 30, 2012; salary: Days 1-20, \$100.00, Days 21-39 \$100.00, Days 40-45 \$110, Day 46 contract salary BA, Step 1, \$58,123 pro rated.

d. Appointment(s) Coaches

That the Board of Education approves the appointment of the following coaches for 2011-2012 year:

<u>POSITION</u>	<u>EMPLOYEE NAME</u>	<u>STEP</u>	<u>STIPEND</u>
Basketball- Jr. High (7th/8th)	Michael S. Robilotto	3	\$5,347.00

e. Appointment(s) Club/Stipends

That the Board of Education approves the following Club/stipend recommendatios for 2011-2012 year:

<u>POSITION</u>	<u>EMPLOYEE NAME</u>	<u>STIPEND</u>
Math Olympiad	Mary E. Kenny	\$598.00 pro-rated from Jan. 1, 2012

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 10/1/11 to 10/31/11.

4. **Instruction: Student Actions**

- a. That the Board of Education approves the following out of state/ overnight field trips for the Winter Guard (Rockettes) competitions.

Sunday,	1/8/12	West Milford HS- West Milford, NJ
Saturday,	1/21/12	West Orange HS- West Orange, NJ
Saturday,	2/4/12	Bridgewater Raritan HS, Bridgewater, NJ
Sat,	2/11/12	Trumbull HS, Trumbull, CT (WGI Northeast Regional Competition)
Saturday,	3/3/12	South Brunswick HS, South Brunswick, NJ
Fri/Sun,	3/9-11/12	Salem MA, (WGI North East Regional Competition)- <i>tentative</i> (No school missed)
Saturday,	3/31/12	Somerville HS, Branchburg, NJ
Wed/Sun	4/11-15/12	WGI World Championships, Dayton OH (over spring break- No school missed)
Saturday	4/21/12	South Brunswick HS, South Brunswick, NJ (MAIN Championships)

5. **Civil Service**

a. **Appointments**

1. That the Board of Education approve the appointment of Guy Penny, to the position of Substitute Bus Aide in Transportation, effective 11/21/2011, at a salary of \$10.75 per hour.
2. That the Board of Education approve the appointment of Debra Nikolic to the position of Registered Professional Nurse Substitute, effective January 3, 2012. Salary is \$125 per day.
3. That the Board of Education approve the appointment of Yvette Wilkinson to the position of Registered Professional Nurse Substitute, effective January 3, 2012. Salary is \$125 per day.

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

1. That the Board of Education approve a paid Medical Leave of Absence to Loretta Sciabarassi, part time Teacher Aide at the Middle School, effective October 28, 2011 through December 9, 2011.
2. That the Board of Education approve a paid Medical Leave of Absence to Barbara Madison, part time Teacher Aide at the High School, effective November 10, 2011 through December 21, 2011.

c. **Resignation(s)**

1. That the Board of Education amend the resignation of Camille Gentile, to retirement of, effective December 31, 2011.

6.

**Business /Finance**

a. **Treasurer's Report**

That the Board of Education accepts the Treasurer's report for the period ending October 31, 2011 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 November 30, 2011

Warrant #9	\$3,140,282.94
Warrant #10	\$1,832,416.20
<b>TOTAL EXPENSES</b>	<b>\$4,972,699.14</b>

**PAYROLL #9 & #10**

General	\$4,098,146.25
Fund F	\$55,686.48

**TOTAL PAYROLL \$4,153,832.73**

**J. Public Comments**

**K. Board of Education Reports**

Comments from Board President

Board Committee Report

Superintendent of Schools' Reports & Comments

    Superintendent Comments

    Capital Updates

Table Reports

    Finance and Operations Report

        Monthly Financial Report

        Building and Grounds Report

            Building Usage

            Vandalism

            Work order Status

        Transportation Report

Special Reports

Public Questions - Board Committee Reports; Student Organization Report, Superintendent's Report; Table Reports (All Finance & Operations Functions); and Special Report

Comments from the Board President: Ms. Napolitano stated that date of this meeting had been changed because last Thursday evening at the High School there was a special presentation by a Holocaust survivor. Senior, Danielle Cohen, arranged this special presentation as part of her senior project- Adopt a Holocaust Survivor. The speaker was very moving. Additionally, the student went to the middle school and read to the students. Ms. Napolitano stated that she attended the concert last week and she enjoyed it a great deal. She wished everyone a Merry Christmas and a Happy Hanukkah. Ms. Napolitano also wished everyone a happy , healthy and prosperous new year and encouraged everyone to spend time with their family.

The Superintendent introduced Mr. Ed Escobar and the High School Report of Goals 2011- 2012. Mr. Escobar introduced his staff that will be presenting with him: Mr. Hepworth, Mr. Butti, Dr. Moriarty, Dr. Smith, Mr. Desire, and Mr. Puccio. Mr. Escobar stated that he could not do his job without his administrative team. Mr. Escobar stated that the process to develop goals began in the summer. The high school was experiencing several changes: the 8th graders were being moved to the high school and changes from the state included the implementation of the common core curriculum. The move of the 8th grade to the high school was a big undertaking. All eighth graders are now taking Integrated Algebra and will take the regents in June. According to Mr. Escobar, the three goals are all good for the students and are good for learning and they will lead to an increase in student academic achievement. The following are the three Goals: (1) RtI-Response to Intervention; (2) Common Formative Assessments; and (3) PBL- Project Based Learning. Mr. Escobar introduced Dr. Smith to present on Goal 1- RtI.

Dr. Smith explained that Response to Intervention is a tiered approach to "helping" students. The key to success is Collaboration. The Instructional Support Team (IST) meet together to review student difficulties and develop a collaborative plan. Dr. Smith discussed the progress of this goal. First, this approach (RtI) was introduced to staff at a faculty meeting. They developed Tier 1 Classroom Strategies. The next step was the development of a "Student Improvement Plan Form". After the development, the next step is the form review and development of the team approach to helping struggling learners. Then team formation to review HS process, procedures and forms. Dr. Smith stated that they are looking to have teachers helping teachers. High Schools are departmentalized and they are looking to get everyone working together. Dr. Smith discussed Common Formative Assessments. These assessments will tell us how students are performing throughout the year and will be administered to all students in a grade level or course. The items will be collaboratively designed by participating teachers. The items will represent priority standards only. This is a big change for teachers. All students will be working toward academic goals. Dr. Smith discussed Student Learning Objectives (SLO), which is an academic goal for a teacher's students set at the start of a course. The SLO can change significantly from year to year. At the beginning of the year, student data is taken from past performance.

Mr. Butti, IL English, spoke about the plan for ELA. In 8th and 9th grade, the NWEA will be administered three times per year, in order to assess student growth and needs. The assignments are modified and differentiated to address these needs. The teams of teachers will meet together to share ideas. In grades 10 and 11, they will be using paired readings, which are two literary passages linked by a common theme with multiple choice and constructed-response questions. The area of focus will include close and careful reading of texts of increasing complexity and using text-based evidence in developing responses.

The next part of the presentation on Math, Science and Social Studies was done by Dr. Moriarity, IL Social Studies, Mr. Gollisz, and Mr. Desire, IL Math. All classes will have Pre/Post assessments for selected units of study. The future steps include creating a baseline for the year. Pre-assessments will be given in September, with a post -assessment given in January. Another pre-test will be administered for the second half of the year, with a post-test given in May. This will be done to measure overall growth per semester. It was explained that when teachers get the results from the pre-test, students will be given appropriate work to help

them grow. The pre-test serves as a tool for teachers on how they will teach the course. If all students have the basics, then the teacher may go into more specifics.

Mr. Smith stated that at the high school, students are given many opportunities to get extra help. The student will be given a plan for when they will receive help and teachers will be more focused on what to reinforce. AIS is much more focused this year and is based on the data from assessments. This helps the teachers to decide what to teach and they can compare class to class because all students will be taking the same test. The Superintendent added that this all requires teachers to collaborate.

Project Based Learning (PBL)- students go through an extended process of inquiry in response to a complex question, problem or challenge. The projects help students practice 21st Century skills such as collaboration, communication, critical thinking and creativity. Problem Based Learning encompasses complex, realistic problematic scenarios that embody the major concepts to be mastered and understood. It was stated that math is more problem based while social studies is more project based. The design principles for these types of learning include: 1. Begin with the end in mind; 2. Develop the driving question; 3. Plan the assessment; 4. Map the process and 5. Map the process. Mr. Escobar introduced Mr. Hepworth to discuss this type of learning. Mr. Hepworth explained that he utilizes this type of learning and gave an example two examples. Mr. Hepworth used PBL for a family history project and explained how there are many different paths for a student to choose to go about completing this project. In another example, Mr Hepworth stated involved minerals. In this type of learning, students are not just asked to do the old basic testing; he is looking for students to have a true understanding of how to test. He said in PBL, you allow students to explore on their own to find answers to the driving questions.

Mr. Escobar, high school principal, stated that the goals presented this evening are continuous and will not be achieved in 2012. Mr. Escobar discussed the PISA exam which is an international exam. This PISA exam is very different from traditional exams which our children are administered. Project based learning is a very important piece in helping our students answer these higher level questions.

The Board members asked questions and commented on the high school presentation. Ms. Napolitano stated that this is a very broad plan and asked Mr. Escobar what the biggest challenge to administer it is. Mr. Escobar stated that the biggest challenge is working to get all staff on board. The easiest part, he stated will be getting students to embrace the project based learning. The Superintendent stated that teaching is changing; it is no longer just content based. Teachers need to be taught the importance of project based learning. He stated that over time, students will become more comfortable with this new type of learning. The Superintendent stated that he is happy with the high school goals as presented. Mr. Hornberger stated that in this presentation he definitely got a feel of the goals and the expertise. The way our children think is being changed and Mr. Hornberger stated that he looks forward to the project based learning. Ms. Napolitano asked Mr. Escobar if the role of the guidance counselor will change. Mr. Escobar stated that he sees the guidance counselors taking a more prominent role and really acting as the student advocate. Mr. McGrath stated that he felt the guidance department should have been here. Mr. McGrath stated that he wants the high school team to look at student's college readiness and job readiness. He felt that he did not hear a lot about that in this presentation. The Superintendent stated that everything talked about tonight is part of what we are advocating. He added that we are preparing for what is coming.

Superintendent Comments: The Superintendent stated that you can now find on the website student resources; look for the NWEA logo and there will be both reading and math. There will be activities based upon the RIT scores. The Superintendent stated that a letter will be sent home to make parents aware of the "Superintendent's Homework". There will be games and activities specific to all topics. The Superintendent will also be asking students for feedback on the activities as well as suggestions for other activities.

The Superintendent introduced Jack Waters to do the final presentation of the evening- Preliminary Budget 2012-2013. Mr. Waters stated that for the fiscal year 2012- 2013 the tax levy cap is 2%.. Mr. Waters stated that  $2\% \times \$74,800,000 = \$1,500,000$  (approx). Also for the purposes of this presentation, all other revenue for 2012- 2013 remains at \$7,300,000. Mr. Waters stated that the projected increases in the budget are in the following lines: Salaries, pension cost, Health, insurances (general, w/c, dental), Special Education, and bus replacement. He stated that the projected increases are \$2,270,000. This leaves an excess over the cap of \$770,000. Mr. Waters stated that from that amount \$500,000 will be deducted (2011/12 transfer to capital-Meadow Drive). This would leave a total of \$270,000 over the cap. Mr. Waters stated that the following are potential offsets to the excess: salary negotiations, status of state aid for 2012/13 and staffing (retirements and excessing). Mr. Waters stated that overall the district is in pretty good shape.

The Superintendent stated that many of his colleagues are looking at putting out a budget above the 2% cap. The Superintendent clarified that the 2% is not actually a tax cap, it is a levy cap. He added that everything in the current budget will remain in the 2012/2013 budget. The Superintendent stated that salaries will remain an issue. Mr. Hornberger commented that while we appear to be in good shape for next year, salaries will have a big impact on future budgets if negotiations do not go well. the Superintendent stated that for next year's budget the only thing we are required to pay are the step increases. He stated that salary, pension and health are all factored into the 2%. Mr. Hornberger asked if there is an amount yet for the excessing at Willis Avenue. The Superintendent stated that we don't have those numbers. There were no other questions or comments.

The Superintendent stated that he had a few more comments to make. He stated that he wanted to congratulate Danielle Cohen on her senior project. He stated that the presentation of the Holocaust Survivor was very moving and he is very proud of the work Ms. Cohen did to have the take place. The Superintendent received an update from the state that the perimeters of the ELA and Math assessments are being changed and a third day is being added. The children will have 180 minutes of test time and a break will be factored in. The test will be very long and half of the questions will not count. The Superintendent stated that this is being done for next year's testing using the common core assessment. This will be our first glimpse of what may be coming. The Superintendent stated that he attended the various winter concerts and he is always amazed how talented our children are. At the next meeting on 1/5/12, one of the kindergarten classes will be here to highlight the new Spanish program. The Superintendent wishes everyone happy and healthy holidays.

The Superintendent stated that he was not in need of an executive session tonight.

**L. Executive Session**    **Time:** \_\_\_\_\_ **p.m.**

**Motion:** \_\_\_\_\_

**Second:** \_\_\_\_\_

**Yes:** \_\_\_\_\_

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**No:** \_\_\_\_\_

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**Passed:** \_\_\_\_\_

**M. Adjournment**      **Time: 9:30 p.m.**

**Motion:** \_\_\_\_\_

**Second:** \_\_\_\_\_

**Yes:** \_\_\_\_\_

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**No:** \_\_\_\_\_

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**Passed:** \_\_\_\_\_

Respectfully Submitted,

Andrea Paggi