

**MINEOLA UNION FREE SCHOOL DISTRICT**  
**MINEOLA, NY**  
**Workshop 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 - 2015-2016**

***Educational***

- Continue to actualize the District's Mission and Strategic Objectives and measure progress toward these goals
  - Continue to develop an electronic portfolio which recognizes the attributes embodied in the mission statement
  - Demonstrate that students are contributing positively to a global society
  - Demonstrate that students are exhibiting strength of character (habits of the mind)
  - Demonstrate that students are pursuing something about which they are passionate
- Continue to expand and develop college and career partnerships to ensure success for our HS graduates.
  - Expand Queensboro certificate program
  - Explore career partnerships with local institutions

***Facilities***

- Develop a comprehensive Building Condition Survey which outlines the health of all of the districts buildings
  - Create a new five-year Capital Plan to address outstanding items in the BCS
    - Leverage both the Capital Reserve and Energy Performance Contracts (EPC)

***Finance***

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

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**DATE: November 5, 2015**

**LOCATION: Willis Avenue School**

**OPEN WORK SESSION**

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

**Board of Education**

Christine Napolitano  
Patricia Navarra  
Nicole Matzer  
Margaret Ballantyne  
Brian Widman

**Central Office**

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

**A. Call to Order - 7:05 pm**

**B. Pledge of Allegiance**

**C. Reading of Mission-** Nicole Matzer

**D. Moment of Silent Meditation**

**E. Dais & Visitor Introductions**

**F. High School Student Organization Report**

There was no Student Organization report this evening.

Tonight, there was a special presentation by Matt DeLuca and two thespians. It was reported by Matt DeLuca that this year's fall play is a murder mystery comedy- "Done to Death". The play will take place on 11/20 at 7:30 pm and 11/21 at 2:00 pm and 7:30 pm. Mr. DeLuca displayed a poster for the play that was designed by a former student. He added that there are 19 actors in the play and it is acceptable for the whole family. Next, Mr. DeLuca introduced two seniors, Britney Anne Hernandez and Julie Ortiz, to speak about the drama program and what it means to them. Finally, Mr. DeLuca thanked the Board for their support and encouraged everyone to attend the play.

**G. BOE Reports**

**a. Comments from Board Trustees**

Brian Widman began by congratulating the Girls volleyball team for making the playoffs. He attended the Jackson Avenue PTA meeting and plans on attending the Bingo Night on 11/20. Mr. Widman attended the Home Show and stated that all he could say is "wow!" Brian also attended the NYSSBA convention with the rest of the Board.

Margaret Ballantyne reported that it has been a busy couple of weeks. She attended the I pad Night at Jackson Avenue last night. Dr. Ballantyne visited Hampton Street School and is impressed with the language classes. She met with Mr. Butti, ELA IL, to go over the Common Core English Regents. According to Dr. Ballantyne, the new test is difficult but the change is necessary and she feels that the material on the exam is exactly what students need to know for college. Dr. Ballantyne attended the NYSSBA convention and attended many sessions. She stated that it was interesting to see what is going on in school districts throughout the State and technology is a big focus. Dr. Ballantyne briefly discussed one presentation which was of interest to her. The session presented by an NYU professor and focused on "elevation". The idea was to change culture to elevate kids- make the kids feel like they matter.

Nicole Matzer attended 2 out of 3 "Meet your child's I pad Nights" and thanked the administrators and staff. The sessions were very informative. Ms. Matzer spoke about the Home Show and stated that she was amazed by the level of dedication of the kids and the staff. She congratulated the kids and thanked the parents for all of their help. Ms. Matzer also "followed" the band to Syracuse; and reported that she stayed in the same hotel. She felt that the kids represented Mineola very well. Ms. Matzer added that although the Band results were not what they wanted, they did receive one of their highest scores ever. Ms. Matzer congratulated the Girls Volley ball team on advancing in the playoffs. Nicole Matzer attended the NYSSBA convention and found

the atmosphere and direction very different this year; it was very progressive. She added that she was able to meet the new Commissioner of Education and invited her to visit Mineola. Ms. Matzer also had the opportunity again to be part of the voting delegate; there were 250 delegates and 27 proposed resolutions. Ms. Matzer stated that it was a very interesting process.

Patricia Navarra stated that in one night, we had the Marching Band and the Mets and she congratulated them both. Ms. Navarra expressed her gratitude to the Board and their willingness to attend conferences and find out what going on outside our District. Ms. Navarra spoke briefly about a presentation of interest, "Your iceberg is melting", which addressed getting children ready for the next phase of life.

#### **b. Comments from Board President**

Christine Napolitano feels that the community should be thankful that the Board for wanting to attend conferences. It is good for the Board to see what is going on throughout the State and compare that information to Mineola. Ms. Napolitano feels that the District is on a good path at this time. Ms. Napolitano reported that the I pad Nights were very well attended and she thanked the staff for making these evenings possible. Ms. Napolitano would like a survey of the parents that attended to find out what they liked and what should be added. Ms. Napolitano reminded everyone that there is a Capital Reserve Vote on November 10th. This is not a BOND; the money is already here and saved. She encouraged everyone to come out and vote. Finally, Ms. Napolitano congratulated the Marching Band and added that this is one of her favorite shows ever.

#### **c. Comments from Superintendent**

Dr. Nagler stated that he is thrilled that the Board took time out of their busy lives to attend the NYSSBA conference. It is very important for the Board to be able to see what is going on throughout the State and compare it to the track that the District is on. He hopes the community understands the importance of this and also understands that not all Boards are willing to do this. The Superintendent stated that he missed the Home Show this year because he was in Pittsburg with Digital Promise. He was very impressed with all that is going on. Dr. Nagler stated that he left with many good ideas. Dr. Nagler expressed his happiness with the I pad Nights and thanked the principals and staff. He stated that no one is replacing teachers but our job is to give them tools to make their jobs easier. The Superintendent again asked everyone to come out to vote on Tuesday, November 10th. The new survey went out yesterday via email and text and it will be open for two weeks. He encouraged everyone to complete the survey and give their input. Ms. Matzer stated that she had a problem when completing her survey and the Superintendent stated that the issue she raised has been fixed.

#### **H. Old Business**

There was no old business this evening.

#### **I. New Business**

There was no new business this evening.

## J. Consensus Agenda

**RESOLUTION # 30- BE IT RESOLVED** that the Board of Education approves the consensus agenda items J.1.a. through J.7.a.1., as presented.

**Motion:** Nicole Matzer

**Second:** Margaret Ballantyne

Discussion: There was no discussion or comments.

**Yes:** Brian Widman  
Margaret Ballantyne  
Nicole Matzer  
Patricia Navarra  
Christine Napolitano

**No:** None

**Passed:** Yes

### 1. Accepting of Minutes

- a. That the Board of Education accepts the minutes of the October 15, 2015 Business Meeting as presented.

### 2. Instruction

- a. Resignation(s)
  1. That the Board of Education accepts the resignation of Mary B. McGuinness, Registered Nurse, effective November 2, 2015.
- b. Appointments Instruction
  1. That the Board of Education approves the amended appointment of Heather Hazen, from .5 Reading Teacher to .6 Reading Teacher effective 09/24/2015. Salary: .6 of MA+30, Step 10, \$100,680 equaling \$60,408.
  2. That the Board of Education approves the appointment of Peter Macedo, to the position of Driver Education Coordinator for Fall 2015 and Spring 2016. Salary of \$6,724.
  3. That the Board of Education approves the appointment of Peter Macedo, to the position of Driver's Education Instructor at an hourly rate of \$55.32.
- 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.	Maninder (Nikki) Chawla	Childhood Ed (Grades 1-6)
2.	Emily A. Mooney	Students with Disabilities (1-6)

d. Appointment(s) Coaches

That the Board of Education approves the appointment of the following coaches for the current school year:

<u>POSITION</u>	<u>EMPLOYEE NAME</u>	<u>STEP</u>	<u>STIPEND</u>
Basketball Boys Varsity	Ezra Elliott	2	\$8,192.00
Basketball Boys JV	Nikko D. Callender	2	\$5,459.00
Basketball Boys 7th Grade	William DiGennaro	3	\$5,401.00
Basketball Boys 8th Grade	Dominick Tolipano	3	\$5,401.00
Basketball Girls JV	Kelly Dempsey	1	\$4,941.00
Basketball Girls 7th Grade	William DiGennaro	3	\$5,401.00
Basketball Girls 8th Grade	Martin Joyce	3	\$5,401.00
Bowling Boys Varsity/JV	Helmut Bohringer	3	\$4,433.00
Bowling Girls Varsity/JV	Mark Miller	3	\$4,433.00
Wrestling Varsity	Daniel Guido	3	\$8,872.00
Wrestling JV	Frank Massaro	3	\$6,314.00
Wrestling Varsity Asst	Joseph Cerulli	3	\$6,033.00
Wrestling 7/8	Nicholas A. Tonini	1	\$4,605.00
Wrestling 7/8 Assistant	Gary Santosus	3	\$5,389.00
Volleyball Girls 7th Grade	Hilary Hunter	3	\$4,788.00
Volleyball Girls 8th Grade	Hyunah Park	3	\$4,788.00
Track Girls Winter	Thomas Leninger	3	\$7,848.00
Track Boys Winter	John Fretz	3	\$7,848.00
Track Winter Assistant	Kevin Murphy	3	\$5,337.00

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 5/1/15- 8/31/15. 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 approves an agreement between the Mineola UFSD and Adelphi University's America Reads/ America Counts public schools tutoring program for the 2015- 2016 school year.

5. Instruction: Student Actions

a. That the Board of Education approves the Athletic Advanced Placement Process request for the following student:

- Ericson Velasquez, 8th grade student, to compete on the JV Wrestling Team for the 2015- 2016 school year.

6. Civil Service

a. Appointments

1. That the Board of Education approve the appointment of John Hassell, to the position of full time Cleaner at the High School, to replace Paul Haffner, effective November 6, 2015. Salary will be \$41,459 on Step 1. Probation is 26 weeks.

- b. Leave(s) of Absence
  - 1. That the Board of Education approve a paid Medical Leave of Absence to Francis Feeley, 5 hour Bus Driver, effective October 8, 2015 through November 16, 2015, due to a medical condition.
- c. Resignation(s)
  - 1. That the Board of Education accepts, the resignation, with regret, of Robert Basilico, part time Cleaner, for the purpose of retirement, effective October 1, 2015.

7. **Business /Finance**

a. **Budget Appropriation Adjustment**

1. That the Board of Education approves the transfer of funds, in the amount of \$25,000 from Budget code: 4030 800 00 8096 to Budget code: 5540 401 10 9299 to cover the cost of outsourcing transportation, for three new students registered in District in August, to a private contractor for the 2015-2016 school year.

2. That the Board of Education approves the following transfers of funds, for the total amount of \$7486.96 to cover the cost of books for the Dual Language Program and other areas of curriculum:

\$3095.50 from Budget code: 2610 500 03 4910 to Budget code: 2110 480 03 0000

\$2707.46 from Budget code: 2610 500 03 4910 to Budget code: 2110 480 03 0000

\$ 699.00 from Budget code: 2610 500 03 4910 to Budget code: 2110 480 03 0000

\$ 985.00 from Budget code: 2610 500 03 4910 to Budget code: 2110 480 03 0000

8. **Other**

a. **Approval of Election Workers**

1. That the Board of Education approves the appointment of the following individuals to serve as Registrars and Inspectors at the Capital Reserve Vote held **Tuesday, November 10, 2015** at the hourly rate of pay, \$10.00:

**Chief Election Inspectors:**

Meadow Drive: **Eileen Alexander**

Jackson Avenue: **Mary Ann Iaquinto**

**Registrars:**

Meadow Drive: Madeline Cegelski, Loretta Piotrowski

Jackson Avenue: Michael Coniglio, Frank Iaquinto, Gary Nelson

**Inspectors:**

Meadow Drive: Ann Marie Smith, Douglas Cegelski, Raymond Kwiatek, Lynn Clifford

Jackson Avenue: Flore Rowe, Ava Doshi, Marion Kessler, Robert Petraglia, Nora Coniglio

NOTE: In the event that there should be a vacancy created in any of the positions of Inspector of Election or Registrar, the Superintendent of Schools is authorized to appoint a qualified voter of this District to fill such vacancy.

A one hour workshop will be given on **Monday, November 9, 2015** from 3:00pm to 4:00pm and the attending Registrars and Inspectors will be compensated at the hourly rate of \$10.00.

**Walk-on Agenda:**

**RESOLUTION # 31 - BE IT RESOLVED** that the Board of Education hereby authorizes the District to enter into an agreement with the Mineola Teachers Association regarding the creation of a sick leave bank for an employee whose identity has been made known to the Board, consistent with the terms set forth in the agreement, which has been reviewed by the Board;

**BE IT FURTHER RESOLVED** that the Board of Education hereby authorizes the Superintendent of Schools to execute the necessary documents to effectuate said agreement.

**Motion:** Margaret Ballantyne

**Second:** Patricia Navarra

Discussion: There was no discussion or comments.

**Yes:** Brian Widman  
Margaret Ballantyne  
Nicole Matzer  
Patricia Navarra  
Christine Napolitano

**No:** None

**Passed:** Yes

## K. Superintendent's Report

### Superintendent of Schools' Reports for 11/5/15

#### Presentations:

1. Educational Legacy
2. External Auditor

The Superintendent stated that the first presentation tonight is by Robert Hendriks of Educational Legacy. Dr. Nagler stated that there are currently many projects going on in Mineola and each of these projects has a different method for calculating the number of students which can be expected. Therefore, a decision was made with Board approval to have a company conduct a demographic study of the population and provide an independent projection of what is to come. \*This report can be found on the District website, on the Board of Education page, under presentations. Mr. Hendriks gave some background on himself and explained that these studies can be used as a planning tool by the district. It gives a picture of what is needed in order to meet the needs of students. Mr. Hendriks briefly explained the process and the findings of the demographic study. He explained that a **forecast** looks at key demographic factors and patterns and allows demographers to take these factors into account when forecasting population and enrollment changes into the future. Mr. Hendriks stated that the following data sources were utilized in this study: enrollments by grade, birth and death data, net migration values, and base age-sex population counts.

Mr. Hendriks then discussed the **summary of findings**: the total fertility rate for the MUFSD over the life of the forecast is below replacement level; most in-migration to the district occurs in the 0-4 and 25- 39 year old age groups; the local 18- 24 year old population continues to leave the district, going to college or moving to other urbanized areas; the primary factor causing the district's enrollment to increase is the steady level of in-migration of young households/families and an increase in the number of households over 70 that are out-migrating and vacating their housing units to make way for younger families with children; changes in year to year enrollment will primarily be due to larger cohorts entering and moving through the school system in conjunction with smaller cohorts leaving the system; the median age of the population will decrease from 41.4 in 2010 to 40.7 in 2025; the primary cause in the rise of the high school enrollment after 2018 is due to the wave of relatively large grade cohorts currently in the elementary and middle school grades; existing home sales will become the increasing dominant factor affecting the amount of population and enrollment change and while there was a drop in the average household size in Mineola, the rate of this decline has been forecasted to slow slightly over the next 10 years.

Finally, Mr. Hendriks addressed each of the Housing Projects: the Modera housing project and the project at 250 Old Country Road are expected to yield approximately 50 school age children over the next 5 years. These projects are included in the population and enrollment forecast. These projects may put some pressure on the district's Pre-K program. The Village Green project (if constructed and rented) would be expected to yield approximately 25 school age children over the first 5 years. These units which are not included in the forecast would also add approximately 500 people to the district's population forecast. The proposed project on the Old Corpus Christi site (if constructed and rented) would yield approximately 15 school age children over the first 5 years. These units, which are not included in the forecasts, would also add approximately 270 people to the population forecast. The Bridge Housing Project (if constructed and rented) would be expected to yield approximately 15 school age children over the first 5 years. These units, which are not included in the forecasts, would also add approximately 290 people to the district's population forecast. This would mean that there would be 55 additional students not included in the forecast. Mr. Hendriks next displayed several charts and maps to reflect the finding of this report.

Ms. Napolitano stated that she found this report very interesting and is grateful to have this tool for planning



ahead. She said that this is very good information but as reported it can change. Ms. Napolitano thanked Mr. Hendriks for his presentation. The Superintendent stated that he took away three important points of this presentation; steady is good, migration- there is a lot of movement in and out of the district which pose different issues and the family formation zone and the importance of marketing the district to families. Dr. Nagler thanked Mr. Hendriks for the report.

The second presentation tonight was by Dave Tellier, External Auditor, from Nawrocki Smith LLP to discuss the certified financials for the year ending 6/30/15. Mr. Tellier started by thanking Jack Waters and his staff in the Business Office and stated that they do a tremendous job. Mr. Tellier stated that it is a tough job to get the audit completed and ready for the filing deadline of October 15th and he appreciates everyones efforts. Mr. Tellier explained that his team begins their planning for the year in December and January, then are back in May and June and finally are here to audit during August and September. He meets many people throughout the District in various positons and locations. Overall, the audit report was clean with no material weaknesses. He added that there was one recommendation; which the district has already started to act upon. Mr. Tellier stated that the district is in a good position going forward; it is very sound with no material weaknesses. Ms. Napolitano stated that she is proud of the Business Office and that the District is fiscally healthy and in a good position going forward.

#### Superintendent Comments

The Superintendent had no additional comments this evening but stated that he was in need of an Executive Session.

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

At 8:30 pm, a motion was made for the Board of Education to go into Executive Session to discuss the Superintendent's evaluation.

**Motion:**    Margaret Ballantyne

**Second:**    Brian Widman

**Yes:**        Brian Widman  
                 Margaret Ballantyne  
                 Nicole Matzer  
                 Patricia Navarra  
                 Christine Napolitano

**No:**        None

**Passed:**    Yes

**M. Adjournment Time:** \_\_\_\_\_ **p.m.**

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

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

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

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

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

**Respectfully Submitted,**

**Andrea M. Paggi**