

**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 - 2014-2015**

**To Be Determined**

\*\*\*\*\*

**DATE: August 7, 2014**

**LOCATION: Willis Avenue School**

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

**Board of Education**

Arthur Barnett, President  
Christine Napolitano, Vice President  
Patricia Navarra  
Nicole Matzer  
Margaret Ballantyne-Mannion

**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**
- D. Moment of Silent Meditation**

**E. Dais & Visitor Introductions**

Absent with notice: Margaret Ballantyne

**F. High School Student Organization Report**

There was no Student Organization report this evening.

**G. BOE Reports**

**a. Comments from Board Trustees**

Ms. Navarra visited the summer school program at the Middle School twice this week and was very impressed with all that was going on. She stated that transitions were smooth and students were engaged. Ms. Navarra described teachers as being very enthusiastic and caring. Ms. Navarra described two community outings that one group went on to IHOP and a store. Ms. Navarra also stated that the show that the students participated in was very impressive. There were a 100 students, ages 5 through 17. She added that Drew Smith did a great job finding ways for all to participate.

Ms. Napolitano added that she joined Ms. Navarra on this visit which was impromptu and she truly appreciates the changes in this program from more of a camp to a school. She offered kudos to Bridget and Catherine. Ms. Napolitano asked the Superintendent how many other school districts run programs like this and was informed that all schools are required to have some sort of program to service the students needs. However, they all run them differently. Dr. Nagler added that this year, Bridget and Catherine have made many positive changes. Ms. Napolitano hopes that the air conditioning can be expanded in the Middle School especially for when this program is run during the summer. The Superintendent stated that this is an item on his list and agrees that it is very necessary.

**b. Comments from Board President**

There were no comments at this time.

**c. Comments from Superintendent**

There were no comments at this time.

**H. Old Business**

Mr. Barnett asked the Board if there was any old business. Ms. Napolitano thanked the Superintendent for following up on the shades at Meadow and Hampton. There was no additional old business.

## **I. New Business**

Mr. Barnett asked the Board if there is any new business. Ms. Matzer stated that she had come across a small article in "On Board" asking for Board members to nominate teachers for their work with the new standards and curriculum. Ms. Matzer got feedback from administrators and has put together a letter nominating five teachers and an IL from Mineola. She requested approval to submit the letter on the Board's behalf nominating these individuals. The Board was all in favor and Ms. Matzer stated that she would submit the letter. Ms. Matzer asked the Superintendent for an update on the summer I pad rollout and added that from her experience the process went smoothly. Dr. Nagler stated that at the Middle School, almost 500 students picked up the I pads for the 6 week program which students will be monitored for math and ELA. At the Jackson Avenue School, for the 4th grade, approximately 100 out of 200 students picked up the I pads and the students will be using eSpark which will be monitored by teachers (new this year). Dr. Nagler reported that he is pleased with the turnout, which is voluntary at this time.

Mr. Barnett stated that he would like the District to re-explore the possibility of using solar power. He stated that there is a new program being offered in which PSEGLI "rents" the roofs of the building. Mr. Barnett suggested that Mr. Waters and Mr. Romano look into this information. The Superintendent stated that he had just received a pamphlet in the mail for a free audit and this can be explored further. The Board had no additional new business so they returned to the agenda items.

### **2014- 2015 Tax Levy Affidavit**

**RESOLUTION # 6 -BE IT RESOLVED** that the Mineola Board of Education adopts the tax levy of \$79,045,241 to be raised by taxation for the Mineola UFSD of the Town of North Hempstead, Nassau County, New York for the 2014- 2015 school year to be levied upon the taxable property of the said school district as said property has been certified to by the Board of Assessors for the said school year.

**Motion:** Christine Napolitano

**Second:** Patricia Navarra

**Yes:** Nicole Matzer  
Patricia Navarra  
Christine Napolitano  
Arthur Barnett

**No:** None

**Passed:** Yes

### **Approval of CAP- Risk Assessment Update**

**RESOLUTION # 7 -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:** Nicole Matzer

**Second:** Christine Napolitano

**Yes:** Nicole Matzer  
Patricia Navarra  
Christine Napolitano  
Arthur Barnett

**No:** None

**Passed:** Yes

### **Approval of CAP-Agreed Upon Procedures- Purchasing**

**RESOLUTION # 8 -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 Report related to the District's Purchasing procedures and hereby instructs the Assistant Superintendent for Finance and Operations to file such a plan with the NYSED Office of Audit Services.

**Motion:** Patricia Navarra  
**Second:** Christine Napolitano

**Yes:** Nicole Matzer  
Patricia Navarra  
Christine Napolitano  
Arthur Barnett

**No:** None

**Passed:** Yes

### **Standard Work Day and Reporting**

**RESOLUTION # 9 - WHEREAS**, the District has been advised that Resolution #1 adopted by the Board at the July 1, 2014 Reorganization Meeting pursuant to 2 NYCRR 315.4 ("Standard Work Day and Reporting Resolution") incorrectly indicated that the District Treasurer and the District Clerk 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:** Nicole Matzer  
**Second:** Christine Napolitano

Discussion: The Superintendent stated that after the original resolution was adopted, the District was

informed that there was an error and this corrects that mistake.

**Yes:** Nicole Matzer  
Patricia Navarra  
Christine Napolitano  
Arthur Barnett

**No:** None

**Passed:** Yes

### **Amendment to the Harbor Day Care Lease**

**RESOLUTION # 10-BE IT RESOLVED** that the President of the Board of Education of the Mineola UFSD is authorized to execute the agreement and second amendment to the Lease Agreement (dated July 5, 2012) with Harbor Day Care Center, Inc.

**Motion:** Patricia Navarra

**Second:** Nicole Matzer

Discussion: The Superintendent stated that this amendment to the Harbor Day Care Lease includes that they will now handle the District UPK.

**Yes:** Nicole Matzer  
Patricia Navarra  
Christine Napolitano  
Arthur Barnett

**No:** None

**Passed:** Yes

### **Accept donation**

**RESOLUTION # 11- BE IT RESOLVED** that the Board of Education accepts the donation of \$1400.00 from the Mineola Music Parents Association to the Fine and Performing Arts Department and makes an appropriation increase adjustment to Budget code: 2110.200.00.2400.

**Motion:** Nicole Matzer

**Second:** Christine Napolitano

Discussion: Mr. Barnett thanked the Music Parents Association for the donation.

**Yes:** Nicole Matzer  
Patricia Navarra  
Christine Napolitano  
Arthur Barnett

**No:** None

**Passed:** Yes

## J. Consensus Agenda

**RESOLUTION # 12 - BE IT RESOLVED** that the Board of Education approves the consensus agenda items J.1.a. through J.7.b., as presented.

**Motion:** Nicole Matzer

**Second:** Patricia Navarra

Discussion: The Superintendent stated that item J.2.a.1 needs to be amended from CSE/CPS to CSE/CPSE. A motion was made by Christine Napolitano to amend item J.2.a.1. and was second by Nicole Matzer. The Board was polled and all were in favor. The motion passed. There was no additional discussion and the Board was polled on the amended consensus agenda.

**Yes:** Nicole Matzer  
Patricia Navarra  
Christine Napolitano  
Arthur Barnett

**No:** None

**Passed:** Yes

### 1. Accepting of Minutes

- a. That the Board of Education accepts the minutes of the July 1, 2014 Reorganization Meeting, and the July 1, 2014 Workshop Meeting as presented.

### 2. Instruction

- a. Appointments Instruction
  1. That the Board of Education approves the appointment of Catherine Wheeler, to the position of leave replacement for Bridget Murphy, Chairperson-CSE/CPSE & Sum Sch Princ/Asst, starting approximately September 22, 2014 to on or before June 30, 2015, with a salary of \$600 per day.
  2. The Board of Education approves the appointment of Laura Pombonyo, to the position of Part-time (.2) Home and Careers Teacher, effective September 1, 2014 to June 30, 2015. Salary: .2 of MA+30, Step 2, \$75,873 equalling \$15,175.
  3. The Board of Education approves the amendment of Cynthia Kopp's salary from MA+50, Step 5, \$88,526 to MA+50, Step 4, \$85,374.
  4. The Board of Education approves the appointment of Stephanie Nunez, to the position of Leave Replacement Elementary Teacher for Lisa Fiocco, effective September 1, 2014 to June 30, 2015. Salary: MA, Step 1, \$68,282.
  5. The Board of Education approves the appointment of Nicole Destefano, to the position of Leave Replacement English Teacher for Maureen Connolly, effective September 1, 2014 to June 30, 2015. Salary: MA, Step 1, \$68,282.
  6. The Board of Education approves the appointment of Sarah LaSorsa, to the position of Part-time (.6) Music Teacher, effective September 1, 2014 to June 30, 2015. Salary: .6 of BA, Step 1, \$58,706 equalling \$35,224.

7. The Board of Education approves the appointment of John Fretz, to the position of part-time (.6) Social Studies Teacher, effective September 1, 2014 to June 30, 2015. Salary: .6 of BA+15, Step 2, \$63,931 equalling \$38,359.
8. The Board of Education approves the appointment of Hilary Pavels, to the position of part-time (.6) Physical Education Teacher, effective September 1, 2014 to June 30, 2015. Salary: .6 of MA, Step 2, \$71,246 equalling \$42,747.
9. The Board of Education approves the appointment of Heather Hazen, to the position of part-time (.6) Reading Teacher, effective September 1, 2014 to June 30, 2015. Salary: .6 of MA+30, Step 9, \$97,544 equalling \$58,526.

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.	Laura P. Pombonyo	Nursery/K/Grades 1-6
2.	John E. Fretz	Social Studies 7-12
3.	Sarah K. LaSorsa	Music
4.	Hilary Pavels	Physical Ed

c. Appointments 45 Day Subs

1. The Board of Education approves the appointment of Lisa Calder, to the position of 45 Day Substitute School Counselor for Stephanie Honig, starting approximately September 12, 2014 to on or before June 30, 2015. Salary: Days 1-20, \$100.00, Days 21-39 \$110.00, Days 40-45 \$120, Day 46 MA, Step 1, \$68,252, contract salary pro-rated.

d. Appointment(S) Perm Sub

1. The Board of Education approves the appointment of Laura P. Pombonyo, to the position of part-time (.8) Permanent Substitute Teacher, effective October 1, 2014 to May 31, 2015. Salary: \$80 per day.
2. The Board of Education approves the appointment of John E. Fretz, to the position of part-time (.4) Permanent Substitute Teacher, effective October 1, 2014 to May 31, 2015. Salary: \$40 per day.
3. The Board of Education approves the appointment of Sarah LaSorsa, to the position of part-time (.4) Permanent Substitute Teacher, effective October 1, 2014 to May 31, 2015. Salary: \$40 per day.
4. The Board of Education approves the appointment of Hilary Pavels, to the position of part-time (.4) Permanent Substitute Teacher, effective October 1, 2014 to May 31, 2015. Salary: \$40 per day.

e. Appointment(S) Summer Special Education

That the Board of Education approves the following staff members for the Summer Special Education Program

	<u>POSITION</u>	<u>EMPLOYEE NAME</u>	<u>STEP</u>	<u>STIPEND</u>
1.	Nurse - sub	Celeste Cirigliano		\$56.91

f. Appointment(S) Band Camp

That the Board of Education approves the following staff members for Band Camp, a self funded program. (Salary, hourly summer wages are based on the MTA contractual rates):

	<u>POSITION</u>	<u>EMPLOYEE NAME</u>	<u>STEP</u>	<u>STIPEND</u>
1.	Rockette Director	Nicholas A. Ashley	1	\$1,251.00
2.	Instructional Chaperone	Richard J. Tarantola	1	\$834.00
3.	Instructional Chaperone	Ashley Sandy	1	\$834.00
4.	Instructional Chaperone	Kevin Merino	1	\$834.00
5.	Instructional Chaperone	Jack T. Fiore	1	\$834.00
6.	Chaperone	Marko Lisonek	1	\$730.00
7.	EMT	Lauren S. Bonilla	1	\$730.00

3. **Instruction: Contracted**

a. That the Board of Education approves the Instructional Services Agreement between Henry Viscardi School and the Mineola UFSD for the 2014- 2015 school year.

4. **Instruction: Student Actions**

a. That the Board of Education approves the following 2014-2015 Marching Band and Guard Overnight Trip:

**Marching Band Championship, Syracuse, NY- Departure:** Friday, October 24, 2014 at 4:00pm **Return:** Sunday, October 26, 2014 at 9:00pm.

b. That the Board of Education approves the following 2014-2015 Marching Band and Guard Out of State/ Overnight Trip:

**Marching Band Trip to Disney World, Orland Florida: Departure-** Friday, February 13, 2015 at 4:00pm - **Return:** Friday, February 20, 2015.

5. **Civil Service**

a. **Appointments**

1. That the Board of Education approve the appointment of Colleen Peralta, from the position of Account Clerk to Senior Account Clerk, in the Payroll Department of the Business Office, effective July 1, 2014. Salary will be \$70,588 on Step 11.

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

1. That the Board of Education approve a paid Medical Leave of Absence to John Bregy Jr, Head Custodian III, at the High School, due to medical reasons, effective July 31, 2014 through September 7, 2014.

c. **Resignation(s)**

1. That the Board of Education accept, with regret, the resignation of Marie Despirito, Stenographic Secretary for the High School Principal, for the purpose of retirement, effective January 5, 2015.

6. **Business /Finance**

a. **Budget Appropriation Adjustment**

1. That the Board of Education approves the transfer of funds, in the amount of \$114,000 from Budget code: 2110 120 00 0001 to Budget code: 2630 460 00 2930 to cover the annual contract fee for Roble Media (contract approved 7/1/14).



2. That the Board of Education approves the transfer of funds, in the amount of \$45,000 from Budget code: 2110 120 00 0001 to Budget code: 2070 156 00 6430 for additional payments for summer curriculum writing.

7. **Business/Finance: Bids**

a. That the Board of Education approves the following bids from the Nassau BOCES Transportation Cooperative for Out of District Transportation for the 2014-2015 school year:

<b>Vendor</b>	<b>School</b>	<b>Amount</b>
Independent Coach Corp	Crescent School	\$2,990
Veterans Transportation	LI Hebrew Academy	\$7,110
Baumann Bus Co.	St. Anne's, Garden City	\$3,990
We Transport	Wellspring Elementary	\$4,900

b. That the Board of Education approves the extension of the existing Transportation Contracts for Out of District Transportation for the 2014-2015 school year:

<b>Vendor</b>	<b>School</b>	<b>Amount</b>
First Student	St. Martin De Porres	\$8,010
Acme Bus	Solomon Schechter, Jericho	\$3,600
We Transport	Holy Martyrs	\$15,000
Suburban bus	DDI Smithtown (with aide)	\$30,900
Acme Bus	Valley Stream Christian Academy	\$11,500

## **K. Superintendent's Report**

### Superintendent of Schools' Reports for 8/7/14

#### Presentations:

##### 1. 2014-2015 Board Goals

The Superintendent stated that this presentation will be postponed until 9/4/14 when the full Board is present.

#### Superintendent Comments

The Superintendent had a few comments this evening. Dr. Nagler it was a banner year or the extended school year program which ends on Monday. He stated that he and Mr. Gaven were in California on Sunday as guest of Apple. They took part in taping of videos, which will be online beginning in September. The topics were: Visionary Leadership, Promoting Success of Program and Exemplary Teaching and Learning Techniques.

Dr. Nagler reported that New Teacher Orientation will take place on August 26. This has been a very productive summer throughout the district. The Superintendent's conference will take place on September 2nd and the format has been changed this year. There is a very robust plan and several consultants are being brought in to work with the staff including: iPad training for Hampton and Meadow; School for 1 training for Jackson and the Middle School and Heart of change for the High School.

Dr. Nagler stated that it has been reported that the State will be releasing 50 questions from the test. Currently, we have not yet received the test scores and we need to determine if we are covering the standards that are being looked at. It is hoped that the results are fine but Dr. Nagler emphasized that it is most important that we are meeting the students needs. The Superintendent met with the Governor regarding the Technology initiative that will be put forth at the election. He added that they are looking at Mineola because of the following issues: the management efficiency grant, the APPLE award and that we are offering full day Pre-K.

The Superintendent had no additional comments but stated that he was in need of an executive session to discuss a personnel matter.

## **L. Public Comments**

Mr. Barnett opened the floor to public comments; there were none this evening.

**M. Executive Session Time: 7:40 p.m.**

At 7:40pm, a motion was made for the Board of Education to go into Executive Session to discuss a personnel matter.

**Motion:** Nicole Matzer  
**Second:** Patricia Navarra

**Yes:** Nicole Matzer  
Patricia Navarra  
Christine Napolitano  
Arthur Barnett  
**No:** None

**Passed:** Yes

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

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

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

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

**Respectfully Submitted,**

**Andrea M. Paggi**