

**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: March 20, 2014

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- Arthur Barnett

D. Moment of Silent Meditation

E. Dais & Visitor Introductions

Absent: Patricia Burns

F. High School Student Organization Report

Tonight's SO report was by Felicia Villa and Pallak Anand. It was reported by Pallak that Senior to Senior Day took place at the High School and there were over 50 senior citizens and 100 high school seniors that participated. Pallak stated that there was great food, dancing and the day was a lot of fun for all. The Annual Blood Drive was held and there were 50 donations. Kids Night was held and approximately 100 children took part in the event. Felicia reported that the Spring Pep Rally will take place tomorrow. She also stated that Multicultural Night was held on March 4th and there was great food and very good participation. Felicia encouraged everyone to attend the High School production of "The Wedding Singer". She stated that it is a fun show and everyone involved is doing a great job. Finally, Felicia stated that Choral Night was amazing and Hofstra's Chorus took part and their performance was inspiring.

G. BOE Reports

a. Comments from Board Trustees

Ms. Matzer thanked the Hampton Street School for inviting her to be a guest reader and she is also looking forward to attending "The Wedding Singer". Ms. Navarra stated that her remarks were the same as Ms. Matzer's.

Ms. Napolitano stated that she was invited to judge the Girl Scouts Pie Contest and it was very difficult to decide on a winner. She was a guest reader at Jackson Avenue and stated that it is very difficult to follow Dr. Nagler after he has read. Ms. Napolitano truly enjoyed herself and being with the children.

b. Comments from Board President

Mr. Barnett started by stating "Congratulations, its spring!" Mr. Barnett also looks forward to attending "The Wedding Singer". He stated that tomorrow at the Middle School is an Apple Workshop which will be attended by representatives from 23 school districts. Mr. Barnett also reminded everyone that the Policy Review meeting will be Thursday 3/27 at 7:00pm.

c. Comments from Superintendent

The Superintendent attended Senior to Senior day and it was a great day. He added that there are many repeat senior citizens who attend each year. Dr. Nagler stated that this is a great tradition at the High School and it is totally funded by the senior class. Members of the junior class serve as host and hostesses.

A climate survey was sent to the parents of students at the Middle School and the High School and next week

the students will receive the survey. The information that is obtained from this survey will be used to make improvements at the schools. Dr. Nagler added that next year, the parents of students at Jackson Avenue will also receive a climate survey. He stated that it is possible for him to look at the survey response in live time.

Tomorrow, the Middle School will host an Apple Workshop, as an award recipient. The event will be attended by 50 people from 23 School Districts, in two states. The event will include demonstrations by some of the Middle School teachers and will showcase all disciplines. The Superintendent thanked Mr. Gaven for all of his work to make this event possible. A new APP will be unveiled- School for 1- it will be used to measure growth in the standards.

Dr. Nagler stated that he read "Chloe and the Lion" at Jackson Avenue as part of the PARP events. He enjoys taking part in these events. The Superintendent gave an update on the summer camps being offered. At this point the response has been low and if this does not change then some of the programs may not run. Dr. Nagler stated that Camp Invention will definitely run. This past Sunday, the County Art Show took place at Adelphi and 50 school districts participated. There were 15 students from Mineola who had work displayed. Dr. Nagler stated that he saw all of their art work and students have a great deal of talent. He is also looking forward to seeing "The Wedding Singer". Dr. Nagler also participated in judging the Girl Scout pie contest and it was very hard to decide on a winner. Dr. Nagler reminded everyone that the April 3rd Workshop Meeting will take place at the High School so that everyone can participate in the Macaroni fund raiser to benefit the INN.

H. Old Business

Mr. Barnett asked the Board if there was any old business. Mr. Hornberger stated he had received the list of RFP's and it looks as though we will need to go out on certain ones. Mr. Hornberger asked for clarification of the process. The Superintendent stated that BOCES has all ready sent out a bid for RFP's for multiple districts and it is possible for us to tag onto to that, which would save a few steps. They have completed this process for architects, external and internal auditors. Mr. Hornberger asked for an update of various projects; first have all loose ends been tied up at Meadow Drive. Dr. Nagler stated that the last piece is a programmable ballast, which was an oversight. It has been ordered and it will be installed when received. Once this item is complete, we will close out with the contractor. Mr. Hornberger asked for an update of the Capital Reserve Projects. The Superintendent stated that all plans (windows, doors and masonry) have been filed, but we cannot bid until approved. He added that at this point there is a 24 week wait period and we have been assigned job # 750. The HVAC plans (Hampton and Meadow) will be sent up this week; we have the project number and just need to send the final plans.

Ms. Navarra suggested that a robocall be sent to parents regarding the summer camp offerings since the response has been slow. The Superintendent stated that this will be done. Ms. Napolitano asked for an update on the blind situation at Hampton Street School. Dr. Nagler stated that he needs to go to the school on a sunny morning and added that he prefers the window tinting solution. However, before making a final decision, he wants to be sure that this is sufficient. Mr. Barnett had a question related to the fuel depot project- currently the baseball field has the fence across it and he wants to be certain that this will be resolved in time for baseball season. The Superintendent stated that this would be resolved in time.

I. New Business

Annexed Standard Work Day and Reporting

RESOLUTION # 48 - WHEREAS, the District has been advised that Resolution #2 adopted by the Board at the July 2, 2013 Reorganization Meeting pursuant to 2 NYCRR 315.4 ("Standard Work Day and Reporting Resolution") indicated a standard work day for the District Treasurer should also include the District Clerk 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 # 2, 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: Christine Napolitano

Second: Nicole Matzer

Discussion: The Superintendent stated that Standard Work Day and reporting is a method of accounting for the time of certain appointed employees. This resolution is needed in order to clean up the books, as the District Clerk's time is now to be included. There was no additional discussion.

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

No: None

Passed: Yes

Stipulation of Settlement

RESOLUTION #49- BE IT RESOLVED that the Board of Education hereby authorizes the Superintendent of Schools to execute a Stipulation of Settlement with employee whose identity has been made known to the Board in Executive Session and the UPSEU, the contents of which have been reviewed by the Board in Executive session, and be it further

RESOLVED, that pursuant to the terms of said agreement, the Board of Education hereby approves the employee a medical leave of absence from April 4, 2014 until June 27, 2014 and hereby terminates said employee effective June 27, 2014.

Motion: Patricia Navarra

Second: Nicole Matzer

Yes: William Hornberger
Nicole Matzer
Patricia Navarra

No: None

Christine Napolitano
Arthur Barnett

Passed: Yes

J. Consensus Agenda

RESOLUTION # 50-BE IT RESOLVED that the Board of Education approves the consensus agenda items J.1.a. through J.6.b, as presented.

Motion: Patricia Navarra
Second: William Hornberger

There was no discussion.

Yes: William Hornberger
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 February 27, 2014 Business Meeting as presented.

2. **Instruction**

a. **Appointments Instruction**

- 1. The Board of Education approves the appointment of Bridget Murphy, to the position of Principal for the 2014 Special Education Extended School Year Program, effective March 1, 2014. Salary: \$16,606 as per AMSA contract.

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.	Ilyssa J. Shurgin	Physical Education
2.	Arielle R. Sandler	Childhood Education (Grades 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 1/1/14- 1/31/14. 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 for a Parentally Placed student between Carle Place 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 Merrick 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 North Bellmore 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 Syosset School District and the Mineola UFSD for the 2013- 2014 school year.
- e. That the Board of Education accepts the Special Education Services Contract for a Parentally Placed student between Plainview- Old Bethpage Central and the Mineola UFSD for the 2013- 2014 school year.
- f. That the Board of Education accepts the Special Education Services Contract for a Parentally Placed student between Roslyn UFSD and the Mineola UFSD for the 2013- 2014 school year.
- g. That the Board of Education accepts the Special Education Services Contract for a Parentally Placed student between South Huntington UFSD and the Mineola UFSD for the 2013- 2014 school year.
- h. That the Board of Education accepts the Special Education Services Contract for a Parentally Placed student between North Shore Central and the Mineola UFSD for the 2013- 2014 school year.
- i. That the Board of Education accepts the Special Education Services Contract for a Parentally Placed student between Half Hollow Hills Central and the Mineola UFSD for the 2013- 2014 school year.
- j. That the Board of Education accepts the Special Education Services Contract for a Parentally Placed student between Herricks UFSD and the Mineola UFSD for the 2013- 2014 school year.
- k. That the Board of Education accepts the Special Education Services Contract for a Parentally Placed student between Cold Spring Harbor School District and the Mineola UFSD for the 2013- 2014 school year.
- l. That the Board of Education accepts an agreement between the Mineola UFSD and Carmen Colon, consultant from Bank Street College of Education, to work with Principals and Teachers for the 2013- 2014 school year.
- m. That the Board of Education accepts the Consultant Services Contract between South Oaks Hospital and the Mineola UFSD for the 2014- 2015 school year.

5. **Civil Service**

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

- 1. That the Board of Education approve a paid Medical Leave of Absence to Janette Stoner, Teacher Aide at the Middle School, effective March 6, 2014. Due to a back injury, she will be out for approximately six weeks.
- 2. That the Board of Education approve a paid Medical Leave of Absence to attend to family medical issues to Lynda Monez, Sr. Library Clerk at the Middle School, effective March 18, 2014 through April 3, 2014.

b. **Salary Adjustment**

- 1. That the Board of Education approve the salary adjustment of Joan DiFranco, from a Greeter at Jackson Avenue School with a salary of \$13.41 per hour, to a One-to-One Aide at Hampton Street School at a salary of \$16.89 per hour, on Step 7, effective 03/10/2014.

6. **Business /Finance**

a. **Treasurer's Report**

That the Board of Education accepts the Treasurer's report for the period ending January 31, 2014 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 February 28, 2014

General Warrant # 15	February 12, 2014	\$ 1,116,434.11
General Warrant # 16	February 26, 2014	\$ 1,031,214.01

TOTAL EXPENSES \$2,147,648.12

PAYROLL # 15 & # 16

General	\$4,017,853.31
F Fund	\$ 68,155.81

TOTAL PAYROLL \$4,086,009.12

K. Superintendent's Report

Superintendent of Schools' Reports for 3/20/14

Presentations:

1. Facilities Report
2. Transportation Report
3. Budget Update

The Superintendent stated that the first two presentations this evening are by two of our unsung heroes, whose work is done behind the scenes. They do a good job and are here even on "snow days". The Superintendent introduced Bill Gilberg, Assistant Supervisor of Transportation to present on Transportation *(this presentation can be found on the District website, on the Board of Ed page, under presentations). Mr. Gilberg began by discussing Equipment Replacement. He stated that the bus fleet is in the best shape that it has been in ten years and many buses have been replaced. The fleet is now made up of cleaner buses and within the next 4 years all will have been replaced and under 10 years old. Mr. Gilberg stated that two large buses will be replaced next year. Mr. Gilberg discussed the parking expansion and fueling station project. He reported that the project is currently on schedule, in spite of the fact that it started late due to the weather. Mr. Gilberg displayed pictures of the project for the Board and stated that the dry wells are in, and the basic grading and curbs. Mr. Gilberg stated that currently the fuel expenditure is down 10% and he is confident that this fueling station will save more money and the project will pay for itself. Finally, Mr. Gilberg displayed the InfoFinder LE. This InfoFinder provides quick access for School Principals and authorized personnel to student routing information. Mr. Gilberg stated that the system is very easy to use and can be utilized rather than making a phone call. Mr. Gilberg displayed how to use the system including: login, homepage, student search, and route information. Mr. Gilberg explained some of the other functions available on this program including trip and report functions which are available on the menu bars. Mr. Gilberg asked the Board if there are any questions or comments. The Superintendent stated that he believes the return on the fueling station project will be very quick. He stated that it is very important that we have our own fleet and bus staff. Ms. Napolitano thanked Mr. Gilberg and his staff for the job they do. Mr. Hornberger stated that at the beginning of the year, he did not hear about problems with the routes, which is a good thing. He asked what the 8 hour drivers will be responsible for once our fueling station is open. Mr. Gilberg stated that they will now have time to do building and bus maintenance.

The next presentation was the "Facilities Report" by Dan Romano, Director of Facilities. *(this presentation can be found on the District website- the Board of Education page under presentations). Mr. Romano stated that he will be doing an overview of operations this evening. The district has yearly certificate of occupancy requirements including the Fire Marshall Safety inspections. Mr. Romano discussed the items which are inspected including emergency lights, exit lights, smoke alarm panels, escape windows, blocked corridors, fire extinguishers, kitchen hood suppression systems and general safety. Forms are completed for each occupied space, signed and filed with the State. All of our spaces have current CO with no issues reported. The next mandated inspection is the Annual Visual Inspection (AVI), which is similar to a safety inspection but includes outside inspection of the building, roofs, windows and structurally related items; renovations, extensions and major repairs. The AVI is filed electronically with State Ed and all reports have been filed this year. The Building Condition Survey (BCS) is required every 5 years and must be completed by an architect or an engineer. Our next BCS is due in 2015. The AHERA is the Asbestos inspection. The report includes current status of asbestos material, any abatement performed and changes in condition. We are currently doing our three year inspection with Envirosience. Mr. Romano discussed the District Safety Committee. The committee meets 4 times per year; members include a representative from each building and most items can be resolved at the meetings. Mr. Romano stated that this year, they installed carbon monoxide detectors in

all buildings outside the boiler rooms. It is recommended that next year all of the CO detectors are hardwired into the system. Mr. Romano discussed building security and stated that the man traps and camera systems are working in all buildings. The card swipes at all of the designated entrances are in place and working. Mr. Romano added that they are working closely with IntraLogic to repair any minor problem that occurs. Mr. Romano discussed weather related maintenance- snow. An important part of the District maintenance plan is to clean and have the buildings ready to open during bad weather. They start the plows at 4:00am and they have 5 plow trucks, a bobcat tractor and a salt spreader. This year the District purchased 50 tons of sand/salt mix for the parking lots. In addition, they also purchased 450- 50lb bags of calcium chloride for the sidewalks. Mr. Romano also stated that it was necessary to bring in a company to move snow out of the parking lots. Ms. Napolitano stated that it needs to be clarified to parents that the District cannot plow the streets around the schools, only parking lots on our property. Mr. Barnett inquired if any of the building had problems due to the weather. Mr. Romano stated that there were no heating issues, but the High School did have a leak. Finally, Mr. Romano discussed the 2013-14 Capital projects. The fuel station had a late start due to weather, but is moving along nicely. Currently, he is still getting prices for the generator for the Network Operations Center. The Board thanked Mr. Romano for his presentation. Ms. Napolitano asked if the District is responsible for servicing Solomon Schechter and Mr. Romano stated that we are and that they are good tenants. Mr. Hornberger asked some questions regarding fire safety. He asked if fans or space heaters at individual desks must be removed. Mr. Romano stated that they are allowed but cannot be plugged into extension cords. Mr. Hornberger inquired about who is responsible for completing the Building Condition Survey. Mr. Romano stated that the BCS can be completed by either an architect or an engineer. The District will need a BCS done in 2015 and the previous survey was completed by the Architect, H2M. He believes prior to that an engineering firm may have completed the survey. Mr. Romano stated that he thinks it is better to use an architect to complete the BCS. There were no additional comments.

The final presentation this evening is the Budget Update by the Superintendent. It was stated that there have not been any changes in the proposed budget since the last meeting. The equipment line is being finalized and will be presented at the April 3 Workshop meeting. The Superintendent stated that it is not yet know if there will be a change in State aid. The Governor stated that he expects the budget to complete on time for April 1st. He stated that the Budget is pretty much set and the only adjustments will be made if there is a change in aid from the State. Mr. Hornberger raised a question regarding uniforms for the athletic teams and what category they are under. Dr. Nagler stated that Mr. Amitrano has a line for those items. The Superintendent stated that the issue will be followed up. There were no additional comments.

Superintendent Comments

The Superintendent had no additional comments at this time.

L. Public Comments

Mr. Barnett opened the floor to public comment. There was one resident/parent who had questions regarding the District opt-out policy and the Superintendent responded to the issue. There were no other public comments.

The Superintendent stated that he is in need of an executive session to discuss an employee disciplinary matter.

M. Executive Session Time: 8:25 p.m.

At 8:25 pm, 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: Nicole Matzer

Yes: William Hornberger
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