

MINEOLA UNION FREE SCHOOL DISTRICT
MINEOLA, NY

Business Meeting Minutes

The Mission of the Mineola Union Free School District is to inspire each student to be a life-long learner, pursue excellence, exhibit strength of character and contribute positively to a global society.

Board Goals – 2012-2013

- *Educational*
- *Facilities*
- *Finance*

To Be Determined

DATE: July 19, 2012

LOCATION: Willis Avenue School

OPEN BUSINESS MEETING

7:00 p.m. 2nd Floor Staff Lounge

Board of Education

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

Central Office

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

- A. Call to Order- 7:05pm**
- B. Pledge of Allegiance**
- C. Reading of Mission- William Hornberger**
- D. Moment of Silent Meditation**
- E. Dais & Visitor Introductions** Absent: Terence Hale and Pat Burns
- F. High School Student Organization Report**

G. Old Business

Mr. Hornberger asked the Board if there was any old business. Ms. Parrino asked if the school start date and times are posted. The Superintendent stated the information is on the website. Ms. Parrino asked the Superintendent for an update of the survey results. The Superintendent stated that the Board and the strategic planning committee have received the results and they will be discussed during the retreat, then results will be released to the public. Dr. Nagler stated that a presentation can be done on the survey results.

Mr. Hornberger asked for a construction update. The Superintendent stated that Hampton is still waiting on some windows and the floors can not be installed until this happens. The roof will be done next week. August 3rd is the anticipated completion date of all the primes and then the furniture will be installed. The new library will be open on time. He stated that the district had received comments from SED on the Meadow project and the architects are in the process of responding. The target start date is 9/1 with the completion by the end of the fiscal year. A temporary library has been set up on the stage. The conversion of the old library into three classrooms is almost complete and room 106 is being split. The High School Art Room, the demolition, wiring, lighting, and patching has been complete. The painter will be there on Monday and then the floor will be complete. At Jackson Avenue, the plumbing will be done next week. The next big job is the science lab and the furniture will be there at the end of August. The Superintendent stated that the current PA system at the Meadow Drive is not repairable and he would like to replace the system with the Board's permission. He stated that the cost would be \$32,000 and there would not be a need to bid as this is a state contract. Mr. Hornberger polled the Board for permission to replace the PA system and all were in favor, none opposed. Mr. Hornberger told the Superintendent that the work can take place.

Mr. Hornberger asked for an update on negotiations. The Superintendent stated that he had a meeting last night with the teachers; he reported that there was incremental progress and the next meeting is 8/23. He reported that he is at an impasse with the custodians and the aides. A mediator has been assigned and there will be a meeting in September. It was reported that the district is not yet at an impasse with AMSA or clerical.

Mr. Hornberger asked for an update on the out of state book allocation. The Superintendent stated that the district is not required to provide the books. The Superintendent stated that he had received the child's list and we do have 4 of the books and we do have enough to supply them. He stated that he is prepared to let him have the books and would require him to sign off for them. The Superintendent asked the Board if there were any concerns regarding this issue. Mr. Barnett stated that he wants the parent to sign and return the books, but he also feels that this parent should be made aware that we are not obligated to do so. Mr. Barnett asked Mr. Heidelberg if providing the books could set a precedent. Mr. Heidelberg stated that it could and he was in agreement with Dr. Nagler that something should be put in writing.

Mr. Hornberger asked for an update on the UPK program. The Superintendent stated that our UPK and our teachers will be housed in Willis Avenue. The parents have been notified. There are 54 children enrolled with a waiting list.

There was no other old business.

H. New Business

1. **Receipt of Internal Auditor's Agreed Upon Procedure Report**

RESOLUTION # 5- BE IT RESOLVED that the Board of Education of the Mineola UFSD hereby acknowledges receipt of the Internal Auditor's Agreed Upon Procedures Report related to the District's Special Education audit previously reviewed by the Audit Committee.

Motion: Christine Napolitano
Second: Arthur Barnett

Discussion: The Superintendent explained Resolution #5 and 6. He stated that the Board received the report of the internal audits of the district's Special Education and Risk Assessment. The internal auditors took a strong look at Special Education and the findings included that the district needs to get proper reimbursement for services provided. A corrective action will be done after the resolution is approved and Mr. Waters has 90 days to complete it.

Yes: Christine Napolitano
Arthur Barnett
Irene Parrino
William Hornberger
No: None

Passed: Yes

2. **Receipt of Internal Auditor's Agreed Upon Procedure Report**

RESOLUTION #6- BE IT RESOLVED that the Board of Education of the Mineola UFSD hereby acknowledges receipt of the Internal Auditor's Agreed Upon Procedures Report related to the District's Risk Assessment audit previously reviewed by the Audit Committee.

Motion: Christine Napolitano
Second: Arthur Barnett

There was no discussion.

Yes: Christine Napolitano
Arthur Barnett
Irene Parrino
No: None

William Hornberger

Passed: Yes

3. **Change Order**

RESOLUTION # 7- BE IT RESOLVED that the Board of Education of the Mineola UFSD accepts Change Order No. G1 for Contract G- General Work for the building addition to the Hampton Street School Building addition in the amount of \$12,671.90. This change order has been reviewed and approved by the architect and the Contractor.

Motion: Arthur Barnett
Second: Christine Napolitano

Discussion: Mr. Waters explained when the foundation was started at Hampton Street; a drain was discovered that needed to be moved, at an additional cost. Mr. Waters explained that the money was available as the district had planned for the possibility of additional issues.

Yes: Christine Napolitano
Arthur Barnett
Irene Parrino
William Hornberger
No: None

Passed: Yes

4. **Change Order**

RESOLUTION # 8- BE IT RESOLVED that the Board of Education of the Mineola UFSD accepts Change Order No. H1 for Contract H-HVAC for the building addition to the Hampton Street School Building addition in the amount of -\$1,350.00. This change order has been reviewed and approved by the architect and the Contractor.

Motion: Christine Napolitano
Second: Irene Parrino

Discussion: Mr. Waters explained that this was a credit for work that was not needed.

Yes: Christine Napolitano
Arthur Barnett
Irene Parrino
William Hornberger
No: None

Passed: Yes

I. Consensus Agenda

RESOLUTION # 9– **BE IT RESOLVED THAT** the Board of Education approves Consensus Agenda items I.1.a. through I.5.a., as presented.

Motion: Christine Napolitano

Second: Arthur Barnett

Discussion: Ms. Napolitano had a question regarding item 2.a.1 and stated that in the past the district offered driver’s education in the summer and then it was dropped. Ms. Napolitano asked if it was possible to revisit this and possibly sending out a survey to gauge community interest. The Superintendent stated that eventually these cars are going to need major repairs and this is a self funded program. Currently the district owns the two cars which are approximately 12 years old and they are only used for driver’s ed. At this point there are no plans to purchase new cars. Mr. Hornberger asked the Superintendent for clarification of item 2.2 g & h annual contracts with CORE and Syntax. The Superintendent stated that both had 2% increases and were reflected correctly in the budget as the district was aware of the increase.

Yes: Christine Napolitano
Arthur Barnett
Irene Parrino
William Hornberger

No: None

Passed: Yes

1. Accepting of Minutes

- a. That the Board of Education accepts the minutes of April 17, 2012 business meeting.

2. Instruction

a. Appointments

- 1. That the Board of Education approves the appointment of Vincent Russo to the position of Driver Education Coordinator for Fall 2012 and Spring 2013 driver education program. Driver Education Coordinator and Instructor stipends: as per MTA contract. The Driver Education program is self funded.

b. Appointment of Coaches

1. That the Board of Education approves the appointment of the following coaches for the 2012-2013 school year.

	<u>Position</u>	<u>Employee Name</u>	<u>Step</u>	<u>Stipend</u>
Soccer-8 th	grade girls	Bruce Vatske	3	\$4740.00
Soccer-7 th	grade girls	Dena Zornberg	1	\$3896.00

2.1. Instruction: Committee on Special Education Actions

None

2.2. Instruction: Contracted Instructional Services

- a. That the Board of Education approves the contract for instructional services between the Hagedorn Little Village School and the Mineola UFSD for the 2012-2013 school year.
- b. That the Board of Education approves the contract for related services between Brookville Center for Children’s Services and the Mineola UFSD for the 2012-2013 school year.
- c. That the Board of Education approves Special Education services agreement between Hicksville UFSD and the Mineola UFSD for the 2012- 2013 school year.
- d. That the Board of Education approves the related service agreement between Abilities Inc. and the Mineola UFSD for the 2012- 2013 school year.
- e. That the Board of Education approves the instructional services contract between Mill Neck Manor School for the Deaf and the Mineola UFSD for the 2012- 2013 school year.
- f. That the Board of Education approves the Individual Related Services Provider Agreement between Deborah J. Bousquet and the Mineola UFSD for the 2012- 2013 school year.
- g. That the Board of Education approves the application and contract between the Mineola Union Free School District and CORE for services for the period July 2, 2012 to June 30, 2013.
- h. That the Board of Education approves the contract between the Mineola Union Free School District and Syntax for communication services for the period July 1, 2012 to June 30, 2013. Cost: \$60,630.

2.3. Instruction: Student Actions

That the Board of Education approves the following overnight field trips:

- Frost Valley Environmental Center, Claryville , NY, Monday, November 5- Wednesday, November 7, 2012 for AP Environmental Science and AP Biology Students.

2.4. Instruction: Other

None

3. Civil Service

a. Appointments

1. That the Board of Education approves the appointment of Karen Dombeck, to the part time Seasonal Teacher Aide for Special Education effective 07/09/2012, with a split shift, at a salary of \$36.04 per hour (2009/2010 Teacher Aide Salary Schedule).
2. That the Board of Education approves the appointment of Thomas Leek, to the position of Leave Replacement Cleaner, for Paul Ruppel, at the Willis Avenue School, effective 7/18/12, until the end of Paul's leave. Salary will be \$41,459, Step 1, prorated (2009/2010 Custodial Salary Schedule).

b. Leave of Absence

1. That the Board of Education approves a paid Medical Leave of Absence to Paul Ruppel, Head Custodian I, effective July 18, 2012. Leave will be approximately 4 to 6 weeks and at doctor's discretion.

4. Business/Finance

a. Treasurer's Report

1. That the Board of Education accepts the Treasurer's Report for the period ending May 31, 2012 and directs that it be placed on file.

b. Approval of Invoices and Payroll

1. That the Board of Education approves the Invoices and Payroll for the period ending June 30, 2012

Warrant # 23	\$ 651,697.06
Warrant # 24	\$1,253,271.43
TOTAL EXPENSES	\$1,904,968.49

<u>PAYROLL #23& #24</u>	
General	\$ 8,619,498.81
Fund F	\$ 160,241.27
TOTAL PAYROLL	\$ 8,779,740.08

4.1. Business/Finance: Contract Approval

- a. That the Board of Education approves the health contract providing health services for Mineola resident children attending non-public school located in Hempstead, between the Mineola UFSD and the Hempstead UFSD for the 2011- 2012 school year.
- b. That the Board of Education approves the 2011- 2012 AS-7 contract with Nassau BOCES in the initial estimated expense of \$3,311,380 in providing services throughout the school year.

5. Other- Disposal of District Property

- a. That the Board of Education approves the disposal of the following district property, according to Policy #6900:
 - 1) Lester Upright- Serial #246640- Piano was made in approximately 1954 and is in irreparable shape. Many keys are broken.

WALK-ON AGENDA

Adoption of District's Annual Professional Performance Review Plan

RESOLUTION # 10 – **BE IT RESOLVED**, that the Board of Education herewith approves and adopts the District's Annual Professional Performance Review plan for classroom teachers and principals in compliance with the Education Law §3012-c, 8 N.Y.C.R.R. 30-2 and 8 N.Y.C.R.R. 100.2;
and

BE IT FURTHER RESOLVED, that the Board of Education authorizes the Superintendent or his/her designee, consistent with the terms of the Annual Professional Performance Review plan, to complete the information in the online portal, “Review Room”, and to submit the plan via the online portal, and/or via any other means allowable by law, to the Commissioner of Education for review.

Motion: Arthur Barnett
Second: Irene Parrino

Discussion: The Superintendent requested a brief executive session to discuss this item prior to the vote

Motion: Arthur Barnett
Second: Irene Parrino

All were in favor; there were no votes against and the Motion passed.

At 7:55pm, the Board returned from executive session and the meeting resumed.

Discussion: The Superintendent stated that NYS requires that each district negotiate and adopt APPR and then it must be submitted for approval. He stated that if it is not negotiated, they can impose APPR until negotiated with the teachers. The Principals have come to an APPR agreement and have signed it. The Superintendent stated that there is money attached to this process, if this is not submitted and approved by 1/1, the district will lose \$50,000. The teachers are aware that the principals have reached an agreement and have signed.

Yes: Christine Napolitano
Arthur Barnett
Irene Parrino
William Hornberger
No: None

Passed: Yes

J. Public Comments

There were no comments at this time. Mr. Hornberger stated that the floor would be opened again after the presentation.

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 & 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 & Operation Functions); and Special Report

Comments from Board President: Mr. Hornberger stated that the Board Retreats will take place over the next two weeks on 7/25 and 8/1. He stated that hopefully, there would be a report on 8/9. Mr. Hornberger also stated that the Board is looking to finalize the Superintendents evaluation.

Superintendent's Report: Jackson Avenue Bus Loop

The Superintendent reviewed some of the scenarios for the Bus Loop and stated that each one has issues. In scenario 1 (option 1a), buses are located behind the school and the cost is \$191,000. In scenario 2 (option 1b), buses are located on Sayville Road and the cost is \$218,000. In scenario 3, parking would be moved and the cost is \$362,022 and the Superintendent added that this was the most controversial option. The final option to be discussed this evening was scenario 9, in which the parking would be moved to the top and buses would be on Sayville side (the doors of the buses would still be on the wrong side). The cost of this scenario is \$304,682. The Superintendent stated that there will be 8 large buses and 1 small bus at Jackson Avenue.

Mr. Hornberger asked the Board if there were any questions or comments. He also stated that he would like to narrow down the option and looked to get this job finalized soon. Mr. Hornberger asked the Superintendent what the committee suggested. The Superintendent stated that option #9 came from the committee and he added that school would not open with this job complete. He stated that Option 1A was the least expensive because it would only involve a curb cut and asphalt. The Superintendent stated that no option would be ready by 8/29, but hopefully would be complete by October.

Ms. Napolitano stated that it was her understanding that people did not want buses on Jackson Avenue as in option 9. The Superintendent stated that in option 9, the main lot can only be emptied after the buses are gone and the traffic will be stopped when the buses are cued. Ms. Napolitano stated that she feels this option takes away more green space and is in favor of option 1b. She stated that she prefers that no buses come out on Jackson for the children's safety.

Mr. Barnet inquired if the architects had certified that the back area can take the weight of heavy traffic. He also asked was the original purpose of the blacktop, recreational or for traffic. The Superintendent stated that H2m has not done this, and until the okay is given, no survey will be

done. Mr. Barnett stated that he prefers option 10 (6 buses cued to front spot to exit onto Jackson Avenue and 2 buses on the street on Sayville), and would like to see it priced out and to determine if it is feasible.

Mr. Hornberger stated that he prefers option 9 for various reasons. He stated to the Superintendent that the Board would like to see option 10 priced out. Mr. Hornberger added that this issue of the bus loop will be discussed at the retreat. The Superintendent added that he has not had the same group at the committee meetings at anytime. Mr. Barnett responded that he would like option 10 priced out and for the Superintendent to try to get the full committee together (or at least 70%). Both Mr. Barnett and Ms. Parrino stated that they would like to see option 10. Mr. Hornberger stated that there is no consensus tonight and he asked the Superintendent to reach out to the committee and try to get a quorum (70%). Mr. Hornberger asked the Superintendent for a time table for this to be complete. The Superintendent stated that he will try to get option 10 priced out by the retreat on Wednesday and he will send an e-mail to the committee tomorrow.

Mr. Hornberger opened the floor to public comments. The first speaker is Linda Ramos, parent, who stated that she is a committee member and had not made the meetings. Ms. Ramos stated that she was originally in favor of option 9, until she heard about option 10. She would like to keep bus traffic away from Sayville. Next speaker, Claudia Kessler, parent, stated that she does not like option 9 and feels it is very expensive for an option that not everyone loves. She feels it makes more sense to have the buses on Marcellus and to stagger arrival and departure time. There were no other comments. Mr. Hornberger stated that he appreciates everyone's thoughts and safety of the children is paramount. He stated that the Board will continue to look for the best option.

The Superintendent stated that he has a few other issues to mention. He stated that this week IPAD training for the teachers in the Middle School. Summer School is up and running at the Middle School. The survey results are complete and they will be discussed at the retreat. The State scores will be printed this week and parents will receive them on approximately 7/30. The Superintendent stated that he is not happy with the scores and would like to look at scores and determine if what is being taught is aligned to state tests. He added that next year, NWEA norm will be aligned to State. The Superintendent stated that we also need to remember when looking at the state scores that the State is in flux, the test were 3 times as long and were much different than last year. He stated that we are not where we need to be and we need more rigorous learning. But, he stated that it is very important that kids enjoy learning.

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

L. Executive Session Time: 8:55 p.m.

At 8:55pm, a motion was made for the Board of Education to go into executive session to discuss employee issues and the external audit.

Motion: Arthur Barnett

Second: Christine Napolitano

Yes: Christine Napolitano
Arthur Barnett

No: None

Irene Parrino
William Hornberger

Passed: Yes

M. **Adjournment** Time: _____ p.m.

Motion: _____

Second: _____

Yes: _____

No: _____

Passed: _____

Respectfully Submitted,

Andrea Paggi