

**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***

- To use technology and NWEA assessment data to provide differentiated homework thereby increasing individual student achievement.
- To implement the Common Core Curriculum with an emphasis on assuring a correlation between the grade level unit assessments and State exam.
- Create grade 7-12 ELA curriculum in line with Common Core shifts in ELA/Literacy
- Continue to encourage HS students to challenge AP and/ or College level coursework with the goal of every student gaining this experience before they graduate
- Continue to 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.
- Assess the long term viability and explore expansion of the elementary world language program. Assess current program through parental input and student data.
- Implement, monitor and assess the effectiveness of the Pre-K -7 science program

***Facilities***

- Continue projects that incorporate 'green' technologies that over time will decrease our dependency on fossil fuels
- Begin to fund our Capital Reserve with the goal of achieving new windows and doors on all 4 elementary buildings

***Finance***

- Not to exceed the allowable tax levy cap for the next three years while continuing to maintain and enhance all of our programs.

\*\*\*\*\*

**DATE: February 14, 2013**

**LOCATION: Willis Ave. School**

**OPEN WORK SESSION**

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

**Board of Education**

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

**D. Moment of Silent Meditation**

**E. Dais & Visitor Introductions** -Absent: Irene Parrino

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

Tonight's SO report is by Sang Min Bak. It was reported that last night was String Night at the High School and Bridget Bibbens spent the day with the orchestra and performed with them at the event. The A Cappella Group was invited to audition for "America's Got Talent", after a producer, in LA, saw the group's performance of "Fix You" on You Tube. The Marching band will be leaving tomorrow for their trip to Florida. It was reported that the "Sandy Olympics" raised \$3000 to benefit the victims of Hurricane Sandy and everyone really enjoyed the event. The SO also sponsored a fundraiser, which included a carnation sale and a bake sale and fondue sale; they raised \$400. The Boy's Varsity Basketball team will be hosting a playoff game at 5pm tomorrow at the High School against Lynbrook and everyone is invited to come and support the team. There was nothing else to report. The Superintendent thanked Sang Min for his report and also acknowledged his solo in the A Cappella group's performance of "Fix You".

The Superintendent stated that there is another special presentation this evening by District Council and he introduced Nicole Matzer. She thanked the Board for allowing her to present this evening. Ms. Matzer stated that the District Council approached Mr. Gaven and the Guidance Department at the Middle School about bringing the presentation, "Ryan's Story" dealing with bullying, cyber bullying and youth depression to the school as part of the DASA policy. Ms. Matzer stated that Mr. Freeman helped book the program and the Fine Arts department paid for the program. Ms. Matzer handed out materials and showed a short clip to the Board. On March 13, students, in grades 5 through 8, will attend a presentation on "Ryan's Story" and will also take part in additional post assembly activities. There will also be a parent presentation on that evening by Ryan's father. Ms. Matzer stated that in preparation for this event the guidance department went to another school to view the program and planned for how it would be presented at the Middle School. Ms. Matzer stated that a mailing is going out to parents and students will have the option to opt out of this presentation. Dr. Nagler thanked the district Council for taking the time to investigate this program.

Mr. Hornberger explained the changes to the format of the agenda to the public.

## **G. BOE Reports**

### **a. Comments from Board Trustees**

-Ms. Napolitano stated that she attended "Dear Edwina" and it was a lot of fun and exciting to watch. Mr. DeLuca did a great job with the children.

-Mr. Barnett stated that he also attended "Dear Edwina" and stated that our programs truly inspire the kids. He also stated that Sting Night at the High school was great. Mr. Barnett stated that the Junior Guidance Meeting was very well attended and he is very impressed with the Naviance program that is now being used.

-Mr. Hale stated that he attended String night and it was great. He added that he is looking forward to the Boy's Varsity Basketball Game and they are playing great. Mr. Hale added that he is proud of District Council for bringing "Ryan's Story" to the Middle School.

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

-Mr. Hornberger stated that he had two items from the Middle School which he would like to discuss. Mr. Hornberger asked if something could be done regarding the sound system and added that certain elements are lost during performances. The Superintendent responded that someone can be bought in to look at this situation. The second item was raised to Mr. Hornberger by the 7th grade president, whose platform included looking into having fans installed in the Middle School. The Superintendent stated that both he and Mr. Gaven had spoken with the student about this and this will also be looked into. Mr. Hornberger would like to hear the results of this when available. Mr. Hornberger stated that he is looking for the Board to use this part of the meeting to discuss any committee action items. He stated that the Finance Committee met with Jack and will be getting together at the end of the month. Mr. Hornberger stated that the Committee is looking for direction from the Board as to their goal for the Finance Committee.

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

- The Superintendent stated that at the last meeting, the fall sport athletes were formally recognized and one student was accidentally omitted. He stated that Vinnie Bienck should have been recognized for Football. He stated that two of the Varsity Wrestlers are going to the state competition. The Superintendent stated that he has met with CW Post regarding their program and is almost ready to make a presentation for AGP. He stated that the pictures of the Jackson Avenue Kitchen project have been sent to the Board and can also be found on the District website. The Meadow Drive project is moving along and added that there was a waste line issue that was being resolved and there will be a cost adjustment if needed. The Superintendent stated that in the Friday packet, the Board will receive audio/video information for their review. Dr. Nagler will be meeting with a security company tomorrow and another next week. After these meetings are complete, each company will send a report to the District. The Superintendent stated that we are in the process of getting quotes on needed equipment, in order to make recommendations for the budget. The Superintendent stated that the TRS increase this year is 16.25%, which increases the allowable tax levy to 2.41% and added that most of our neighboring districts are 3% and all are making cuts. Dr. Nagler stated that the High School Climate Survey is just about complete and he expects that a presentation will take place in March. There will be presentations going out later in February regarding the Pre-K program and the foreign language program. He looks forward to gathering the results of the survey. The Superintendent stated that BOLD Systems has been notified of the polling place change and post cards will be sent out to the public in April.

## H. Old Business

Mr. Hornberger asked the Board if there was any old business. Ms. Napolitano stated that she had received an email from a parent expressing confusion over the days off next week and requested that a connect-ed message be sent out. The Superintendent stated that he would do that tomorrow. Ms. Napolitano also asked for an update on the Strategic Planning Committee. The Superintendent stated that he plans on resurrecting the committee and will be setting up a meeting date.

Mr. Barnett asked if there have been any issues with the bus loop at Jackson Avenue. The Superintendent stated that the custodians need to get used to moving snow to accommodate for the loop, no other issues at this time.

Mr. Hornberger asked for an update on the Jackson Avenue music lesson schedule. The Superintendent stated that Mr. Freeman is currently looking into the situation and will be reporting back to him with the outcome. Mr. Hornberger asked for an update on the NWEA testing and the problem that occurred. The Superintendent stated that NWEA had an issue and any students that were interrupted at that time, the test was voided. The district was given an extra day in our window to complete the testing. He added that there will be a presentation on 3/7/13 at the Board meeting on the NWEA results. There was no additional old business.

## I. New Business

**RESOLUTION #42- BE IT RESOLVED** that the Board of Education of the Mineola Union Free School District approves the 2013-2014 School Calendar.

**Motion:** Arthur Barnett

**Second:** Christine Napolitano

Discussion: The Superintendent stated that there is great flexibility in the 2013/14 calendar. He added that one lesson learned after Sandy is that the District should identify "weather contingency" days later in the year. The Superintendent stated that he recommends this calendar and feels that it is well balanced.

**Yes:** Christine Napolitano  
Arthur Barnett  
Irene Parrino  
Terence Hale  
William Hornberger

**No:** No

**Passed:** Yes

**I. New Business (continued)**

**RESOLUTION #43- BE IT RESOLVED**, that the Board of Education of the Mineola Union Free School District hereby authorizes and approves the memorandum of agreement between the Board of Education and the Association of Mineola School Administrators, dated February 8, 2013; and

**BE IT FURTHER RESOLVED**, that the Board of Education hereby authorizes the Superintendent of Schools to incorporate said memorandum of agreement into a more formal written agreement and further authorizes the Superintendent of Schools to execute said formal written agreement

**Motion:** Terence Hale

**Second:** Christine Napolitano

At 8:02, a motion was made for the Board of Education to go into executive session to discuss Resolution #43.

Motion: William Hornberger

Second: Terence Hale

All were in favor and motion passed.

The Board returned to the meeting at 8:05pm.

Discussion: The Superintendent gave an overview of the terms agreed upon in the memorandum of agreement. He stated that the give backs made by the unit are good for the community. The Superintendent stated that the Administration Unit understands the financial situation that the District is in and he recommends that the Board accept the agreement. Mr. Hale and Mr. Barnett congratulate both sides for working together to come to this agreement. Mr. Hornberger also stated that he appreciates how everyone worked together to come to this agreement.

**Yes:** Christine Napolitano  
Arthur Barnett  
Terence Hale  
William Hornberger

**No:** None

**Passed:** Yes

**J. Consensus Agenda**

**RESOLUTION # 44 -BE IT RESOLVED** that the Board of Education approves the consensus agenda items J.1.a. through J.5.b., as presented.

**Motion:** Terence Hale  
**Second:** Christine Napolitano

Discussion: The Superintendent stated that he would like to pull item J.3.a.1 from the table indefinitely, due to the fact that there are some issues which need to be resolved.

A motion was made to pull the item from the table indefinitely.

**Motion:** Arthur Barnett and **Second:** Terence Hale. The Board was polled and all were in favor of amending Resolution #44 and it passed.

Mr. Hornberger asked if there was any further discussion and there was none. The Board was polled on approving amended Resolution #44.

**Yes:** Christine Napolitano  
Arthur Barnett  
Terence Hale  
William Hornberger  
**No:** None

**Passed:** Yes

1. **Accepting of Minutes**

- a. That the Board of Education accepts the minutes of January 3, 2013 Workshop Meeting as presented.

2. **Instruction**

- a. Leave(s) of Absence/Medical
  - 1. That the Board of Education approves a Medical Leave of Absence to Benay Shear, using her accumulated sick days, starting January 2, 2013.
- 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. | Nicole K. Wissler    | Childhood Ed(1-6), Early Childhood Ed(Birth-2) |
- c. Appointment(S) Perm Sub
    - 1. The Board of Education approves the appointment of Alicia M. Zounek, to the position of Permanent Substitute Teacher, at Mineola High School, effective February 15, 2013 to May 31, 2013. Salary: \$100 per day.

- d. Appointment(s) Coaches

That the Board of Education approves the appointment of the following coaches for 2012-2013 year:

<u>POSITION</u>	<u>EMPLOYEE NAME</u>	<u>STEP</u>	<u>STIPEND</u>
-----------------	----------------------	-------------	----------------

<u>POSITION</u>	<u>EMPLOYEE NAME</u>	<u>STEP</u>	<u>STIPEND</u>
Lacrosse-Varsity Asst	Daniel Guido	2	\$4,946.00
Lacrosse-Girls 8th grade	Adrienne E. Koslow	1	\$4,230.00
Softball-Junior Varsity	Hilary Pavels	2	\$5,076.00
Lacrosse- Girls JV	Brittany M. White	1	\$4,559.00

e. Appointment(s) Club/Stipends

That the Board of Education approves the following Club/stipend recommendatios for 2012-2013 year:

<u>POSITION</u>	<u>EMPLOYEE NAME</u>	<u>STIPEND</u>
Winter Guard Director	Anthony J. Demarino	\$4,260.00

3. **Civil Service**

a. Resignation(s)

1. That the Board of Education accept the resignation of Maria Dunlop, part time Classroom Aide at Hampton Street School, effective January 18, 2013.

b. Appointments

1. That the Board of Education approve the appointment of Joseph Theriot, to the position of Custodial Sub, effective February 25, 2013. Salary will be \$12.25 per hour.

c. Leave(s) of Absence

1. That the Board of Education approve a paid Medical Leave of Absence to Gonzalo Giron, Cleaner at the High School, due to surgery, effective January 14, 2013. Return will be at doctor's discretion.
2. That the Board of Education approve a paid Medical Leave of Absence to Geraldine Larson, PT Teacher Aide at Meadow Drive, effective February 4, 2013. Return date is approximately six weeks and at doctor's discretion.

4. **Business /Finance**

a. **Treasurer's Report**

That the Board of Education accepts the Treasurer's report for the period ending December 31, 2012 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 January 31, 2013

Warrant # 13	January 09, 2013	\$ 961,947.88
Warrant # 14	January 30, 2013	\$ 595,811.27

**TOTAL EXPENSES \$1,557,759.15**

PAYROLL # 13 & # 14

General	\$3,987,313.97
F Fund	\$ 71,709.30

**TOTAL PAYROLL \$4,059,023.27**

5. **Business/Finance: Disposal of District Property**

That the Board of Education approves the disposal of the following district property, according to Policy #6900, declaring them obsolete:

- a. Bus # 64- 1994 Bluebird: VIN # 1BAAGCSA4RF062724
- b. Bus # 70- 1998 Bluebird: VIN # 1BAAGCSA5WF079463

These have been replaced by buses 113 and 114.

**WALK-ON AGENDA**

**RESOLUTION #45- Whereas**, the School District was previously awarded a \$150,000 grant from the State of New York pursuant to the Community Capital Assistance Program ("CCAP") administered through the Dormitory Authority of the State of New York ("DASNY") for "Renovation and Restoration of the Science Labs" (Project ID #5580); and

**Whereas**, disbursement of the said grant is administered pursuant to a Grant Disbursement Agreement provided by DASNY on February 5, 2013, now therefore be it

**Resolved**, that the said Grant Disbursement Agreement be and the same is hereby approved, and the Superintendent of Schools is authorized to execute same on behalf of the School District, and be it further

**Resolved**, that all actions of Administration of the School District taken in connection with the application for and receipt of the said grant be and the same are hereby ratified and confirmed.

**Motion:** Terence Hale

**Second:** Christine Napolitano

Discussion: Mr. Hale inquired if the grant was for the Middle School. The Superintendent stated that this grant was for the High School and they have been following up on this for approximately two years. Mr. Hale asked if this grant had fallen through the cracks and the Superintendent stated that these grants just take a while at times. Mr. Hornberger requested that a list be compiled of all grants and the status of each. There was no further discussion.

**Yes:** Christine Napolitano  
Arthur Barnett  
Terence Hale  
William Hornberger

**No:** None

**Passed:** Yes



## **K. Superintendent Reports/Presentations**

### Superintendent of Schools' Reports for 2/14/13

#### Presentations:

1. 2013- 2014 School Calendar
2. Corrective Action Plans- Updates by Jack Waters

The presentation on the 2013- 2014 School Calendar took place earlier in the meeting.

The Superintendent introduced Mr. Waters, who would be presenting the Corrective Action Plan (CAP) updates in the areas of Agreed Upon Procedures for Special Education and Risk Assessment.

Mr. Waters stated that he would begin with "Agreed Upon Procedures- Special Education". Mr. Waters stated that there were 9 recommendations made and he added all are either complete or are currently in progress.

The recommendations include the following: 1. Establish monthly meetings between the Business office and Pupil Personnel Services office; 2. Create spreadsheets that track all CSE placed out-of-district students; 3. Submit revised STAC forms and AVL's to SED based on audit discrepancies; 4. Develop written procedures for reconciling students IEP's to Service Provider Schedules; 5. Establish procedures to ensure related services per IEPs reconcile to timesheets; 6. Use IEP Direct in a more efficient and detailed manner; 7. Create contract binder for providers and related services; 8. Implement procedures related to approval of service contracts and amounts to be encumbered; and 9. PPS Director approves monthly BOCES invoice. Mr. Waters discussed the district response to each and the status. The Superintendent added that to summarize Mr. Waters report, all recommendations are in progress or have been completed. He stated that the monthly meetings between the Business Office and Pupil Personnel Services Office have really been helpful. Mr. Waters thanked Catherine and Bridget for all of their help and cooperation. Mr. Hornberger stated that this presentation is showing exactly what he wanted to see and the changes being addressed.

Next, Mr. Waters presented the "Risk Assessment Update". He began by going through the current year recommendations. The first recommendation is Fund Balance projections and Mr. Waters stated that he is looking to the Board for some direction. It was recommended that a formal presentation be done as to where we are at. Mr. Waters stated that he would not recommend giving a report until January each year. The Superintendent suggested put a report draft together for February through June (5 reports) to decide if they are useful to the Board. Mr. Waters discussed the rest of the current recommendations including: Claims audit; Corrective Action Plans; Scanned Checks; Bank Reconciliations; Employee folders and Extra Class Reports. Mr. Waters stated that he recommends that the extra class reports be prepared semi-annually and Mr. Hornberger was in agreement. Mr. Waters briefly reviewed the prior year recommendations for the Board. Mr. Waters stated that there are few outstanding items for the Board to determine the direction to be taken. These items include the Middle School account, which Mr. Waters suggested that we consider reconciling the accounts to clear them. This would involve the transferring of funds. For the Middle School Library, a decision will be made regarding the outstanding balance by the end of the 2012- 2013 school year. The Roses are still an issue and he is looking to the Board for guidance. It was recommended that the account be cleared. The Fundraiser recommendation is in the process of being implemented. Mr. Hornberger thanked Mr. Waters for his presentation.

## **L. Public Comments**

There were no public comments this evening.

The Superintendent stated that he was not in need of an executive session this evening. Mr. Hornberger thanked everyone for attending this evening.

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

There was no additional executive session this evening.

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

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

**N. Adjournment Time: 9:15 p.m.**

**Motion:** Terence Hale

**Second:** Arthur Barnett

**Yes:** Christine Napolitano

Arthur Barnett

Terence Hale

William Hornberger

**No:** None

**Passed:** Yes

Respectfully Submitted,

Andrea Paggi