

**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 - 2011-2012**

- ***Educational***
  - *To increase the use of assessment data (NWEA) to inform differentiated instruction thereby increasing individual student achievement*
  - *To continue our growth as professional learning communities focusing on common formative assessments to demonstrate individual student growth*
  - *Re-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*
  - *Increase opportunities for participation in science and math research at the elementary and middle school levels*
  
- ***Facilities***
  - *Continue projects that incorporate "green" technologies that over time will decrease our dependency on fossil fuels*
  
- ***Finance***
  - *To continue the district initiative to actualize a five year plan to maintain a stable tax levy while minimizing loss of program*

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**DATE: November 17, 2011**

**LOCATION: Willis Ave. School**

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

**Board of Education**

Christine Napolitano, President  
William Hornberger, Vice President  
John McGrath, Trustee  
Irene Parrino, Trustee  
Terrence Hale, 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- 7:02pm**
- B. Pledge of Allegiance**
- C. Reading of Mission- Terence Hale**
- D. Moment of Silent Meditation**

## **E. Dais & Visitor Introductions**

Also in Attendance: Jonathan Heidelberger, District counsel  
Mr. Peter Freeman, Supervisor of Fine and Performing Arts

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

Tonight's report was given by Mathias. It was reported that the Student Service Center has started up for this year and training has been completed. The first marking period just ended. Mathias stated that the college on the spot admission interviews have taken place for Molloy and NYIT at the high school. Several other local colleges will be at the high school over the next few weeks. The Thanksgiving food drive is underway currently. The student government has met to separate the food and determine what other items are needed.

The Board thanked Mathias for his report.

After the report, Ms. Napolitano introduced Mr. Freeman and two Thespians from the high school. Mr. Freeman thanked the Board for allowing him to speak at tonight's meeting. Mr. Freeman invited everyone to attend the high school production of "Almost Maine", Friday, 11/18 at 7:30pm and Saturday, 11/19 at 2pm and 7:30pm. Mr. Freeman stated that this production is a romantic comedy. He then introduced Patrick Patterson and Jenna Maher, who performed a piece of the production.

The Board thanked Mr. Freeman and the Thespians. Ms. Napolitano stated that she looked forward to seeing the production of "Almost Maine".

## **G. Old Business**

Ms. Napolitano asked the Board if there was any old business.

Mr. Hale. asked for an update fo the high school parking lot and the softball field. The Superintendent stated that the parking lot has been re-paved and was striped; the job turned out well. The last piece of this job is the electric for the lights. The softball field is near completion.

Ms. Parrino asked for an update of the high school art room. The Superintendent stated that the job will probably not done until June due to the mess that will be involved with taking down the wall.

Mr. McGrath asked for an update on the Strategic Planning Committee. The Superintendent stated that the group had their first meeting and the next meeting will take place on 11/22. At the first meeting, the committee was given the strategic objectives and there was a discussion of how to measure these items. Mr. McGrath inquired if the Superintendent got a sense of what the Committee wanted. The Superintendent stated that at the first meeting they had not yet started to get in to specifics. Mr. McGrath asked the Superintendent for the status on the Chaminade parking. The Superintendent stated that he had not heard back from Chaminade or the Mayor regarding the use of the parking lots.

Mr. Hornberger had no old business at this time.

## H. New Business

**RESOLUTION #30- BE IT RESOLVED** that the Board of Education of the Mineola Union Free School District accepts the 2010-2011 Annual Risk Assessment Update presented by Cullen & Danowski, LLP, Internal Auditors in accordance with Chapter 263 of the laws of New York, 2005.

**Motion:** John McGrath

**Second:** William Hornberger

There was no discussion.

**Yes:** Terence Hale                      **No:** None

Irene Parrino

John McGrath

William Hornberger

Christine Napolitano

**Passed:** Yes

**RESOLUTION #31- BE IT RESOLVED** that the Board of Education of the Mineola Union Free School District authorizes Cullen & Danowski, LLP, Internal Auditors to conduct an agreed upon Procedure Audit in the area of Special Education. The audit will commence on approximately December 12, 2011, at an estimated cost of \$15,000.

**Motion:** Terence Hale

**Second:** John McGrath

Discussion: The Superintendent explained this resolution for the Board. He stated that every year, the internal auditor checks what everyone is doing and what changes may be needed. This resolution requests an audit to specifically address the Special Education programs. The Superintendent stated that it is good practice as a District to get a detailed report in order to determine what is good, what needs to be improved and how. No further discussion.

**Yes:** Terence Hale                      **No:** None

Irene Parrino

John McGrath

William Hornberger

Christine Napolitano

**Passed:** Yes

**RESOLUTION #32- BE IT RESOLVED** that the Board of Education of the Mineola Union Free School District approves the 2012-2013 calendar.

A motion was made to table Resolution #32.

**Motion:** William Hornberger

**Second:** Terence Hale

**Discussion:** The Superintendent provided an explanation as to why this needs to be tabled at this time. According to the Superintendent, the State has indicated that they plan to move Regents week in 2013 to a

week earlier. If this is done, the February break would have to be eliminated. The Superintendent stated that it would be very difficult at the high school to bring students back for a week after regents are completed. Therefore, the Superintendent recommends tabling this resolution until after an official decision has been made. We do not know yet when that will happen. Also, the Superintendent wants to clarify that the reason for starting prior to Labor Day is not for the NWEA testing. Mr. Hornberger inquired if the February break is eliminated, will additional days also be needed. The Superintendent feels we need to wait for word from the state. Mr. Hornberger asked if the students will need to start prior to Labor day. The Superintendent stated that this is still a possibility. Ms. Napolitano stated that the Board understands that many plans will have to be changed as a result of the calendar changes. Mr. Hale recommended tabling this resolution until January 19, 2012.

**Yes:**        **Terence Hale**  
                 **Irene Parrino**  
                 **John McGrath**  
                 **William Hornberger**  
                 **Christine Napolitano**

**No:**        **None**

**Passed:**    **Yes**

**RESOLUTION #33- 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 Extraclassroom Agreed upon Procedures Report and hereby instructs the Assistant Superintendent for Finance ad Operations for file such plan with the NYSED Office of Audit Services.

**Motion:**    **Terence Hale**  
**Second:**    **John McGrath**

Discussion: The Superintendent stated that the "CAP" is the District's response to the Extraclassroom Agreed Upon Procedures report and it has been filed. There was no further discussion.

**Yes:**        **Terence Hale**  
                 **Irene Parrino**  
                 **John McGrath**  
                 **William Hornberger**  
                 **Christine Napolitano**

**No:**        **None**

**Passed:**    **Yes**

## **I. Consensus Agenda**

**RESOLUTION #34 -BE IT RESOLVED** that the Board of Education approves the consensus agenda items I.1.a. through I.5.c.8., as presented.

**Motion: William Hornberger**

**Second: John McGrath**

Discussion: Ms. Napolitano asked for clarification of the budget appropriations. Mr. Waters explained that when the budget was put together, it was not yet known where staff would be as a result of the configuration and codes were set. After the reconfiguration, the budget changed based upon where staff was placed. There was a two month period where payroll was looked at in order to determine where changes were needed. Mr. Waters stated that these transfers take care of all surplus or negatives related to personnel.

There was no further discussion.

**Yes: Terence Hale**

**Irene Parrino**

**John McGrath**

**William Hornberger**

**Christine Napolitano**

**No: None**

**Passed: Yes**

### **1. 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 9/1/11 to 9/30/11.

2. **Instruction: Contracted**

- a. That the Board of Education approves an agreement between Mineola Union Free School District and Extraordinary Pediatrics P.C. for school year 2011-20012.
- b. That the Board of Education approves an agreement between Mineola Union Free School District and Mill Neck Manor School for the Deaf for the school year 2011-2012.
- c. That the Board of Education approves an agreement between Mineola Union Free School District and LITCOMBE Program with S.E.E.D.S. for the school year 2011- 2012.
- d. That the Board of Education approves an agreement between Mineola Union Free School District and Harmony Heights for the school year 2011-2012.
- e. That the Board of Education approves an agreement between Mineola Union Free School District and Life's WORC for the school year 2011-2012.
- f. That the Board of Education approves an agreement between Mineola Union Free School District and The Hagedorn Little Village School for the school year 2011- 2012.
- g. That the Board of Education approves an agreement between Mineola Union Free School District and Home Care for Children, Inc. for the school year 2011-2012.

3. **Civil Service**

a.

Resignation(s)

- 1. That the Board of Education accepts the resignation of Camille Gentile, part time Teacher Aide at Meadow Drive School, effective 12/31/2011.
- 2. That the Board of Education accepts the resignation of Mary Beth Miceli, part time Bus Attendant, effective 11/4/2011.

b. Appointments

- 1. That the Board of Education approves the appointment of Lynn Ross, 10 month Bus Driver, to the position of Bus Driver, 12 month, to replace Melanie Dnyprowsky, effective 12/01/2011. Salary will be \$47,819 on Step 3.
- 2. That the Board of Education approve the appointment of Marta Saravia, 5/8th Bus Driver, to the position of 10 month Bus Driver, replacing Lynn Ross, effective 12/01/2011. Salary will be \$39,606 on Step 6.
- 3. That the Board of Education approve the appointment of Ramona Mujica to the position of 5/8ths. Bus Driver, replacing Marta Saravia, effective 12/01/2011. Salary will be \$21,819 on Step 1; Probation is 26 weeks.

4. That the Board of Education approves the appointment of Lauren Tuomey, 10 month Bus Driver, to the position of 12 month Bus Driver, replacing Steven Oliveri, effective 12/01/2011. Salary will be \$47,819 on Step 3.
  
5. That the Board of Education approve the appointment of Ronald Pierrot, 5/8ths. Bus Driver, to the position of 10 month Bus Driver, to replace Lauren Tuomey, effective 12/01/2011. Salary will be \$38,658 on Step 5.
  
6. That the Board of Education approve the appointment of Ronald Albano, Bus Driver Sub, to the position of 5/8ths. Bus Driver, replacing Ronald Pierrot, effective 12/1/2011. Salary will be \$21,819 on Step 1; Probation is 26 weeks.
  
7. That the Board of Education approve the appointment of Andre Cancelinha, to the position of Locker Room Attendant at the High School, effective 11/02/2011. Salary will be \$8.50.

4.

**Business /Finance**

a. **Treasurer's Report**

Treasurer's Report

1. That the Board of Education accepts the Treasurer's report for the period ending September 30, 2011 and directs that it be placed on file.

b. **Approval of Invoices and Payroll**

Approval of Invoices and Payroll

1. That the Board of Education accepts the Invoices and Payroll for the period ending October 31, 2011

Warrant #7	\$349,405.21
Warrant #8	\$1,494,196.76
<b>TOTAL EXPENSES</b>	<b>\$1,843,601.97</b>

<b>PAYROLL #7 &amp; #8</b>	
General	\$4,216,578.40
Fund F	\$16,570.80
<b>TOTAL PAYROLL</b>	<b>\$4,233,149.20</b>

Budget Appropriation Adjustment

1. That the Board of Education approves the acceptance of revenue in the amount of \$12,775.44 generated from NYSIR and makes appropriation adjustments to the following Budget Code:

1621.418.00.0000

2. That the Board of Education approves the acceptance of revenue in the amount of \$26,010.00 generated from Instrument Rental receipts and makes appropriation adjustments to the following Budget Code: 2110.416.00.2330.

3. That the Board of Education approves the acceptance of revenue in the amount of \$12,296.42 generated from NYSIR and makes appropriation adjustments to the following Budget Code: 5510.417.10.9299.

4. That the Board of Education approves the acceptance of revenue in the amount of 12,750.00 generated from Drivers Ed receipts and makes appropriation adjustments to the following Budget Code: 2330.150.07.0000.

5. That the Board of Education approves the acceptance of revenue in the amount of \$13,585.80 generated from Summer Band Camp receipts and makes appropriation adjustments to the following Budget Code: 2330.159.00.0000.

6. That the Board of Education approves the acceptance of revenue in the amount of \$8,265.00 generated from Summer Music Program receipts and makes appropriation adjustments to the following Budget Code: 2330.159.00.0000.

7. That the Board of Education approves the acceptance of revenue in the amount of \$520.00 generated from Computer Sales receipts and makes appropriation adjustments to the following Budget Code: 2630.200.00.2930.

8. That the Board of Education approves the following budget transfers based upon the reconfiguration:

FROM			TO		
1310.160.00.0000	\$	75,000	2020.160.00.0000	\$	75,000
2110.130.07.1222	\$	83,000	2110.130.06.1921	\$	126,000
2110.130.07.1922	\$	43,000	2110.130.06.1821	\$	76,000
2110.130.07.8grd	\$	836,000	2110.13006.2500	\$	129,000
2110.130.06.1321	\$	125,700	2110.130.07.0000	\$	107,000
2110.121.02.1112	\$	375,000	2110.130.06.0000	\$	195,000
2110.121.03.1112	\$	374,000	2110.130.07.1321	\$	125,700
2110.121.04.1112	\$	42,000	2110.121.06.1112	\$	944,000
2110.120.02.0000	\$	215,000	2110.120.02.1112	\$	398,500
2110.120.03.0000	\$	190,000	2110.120.03.1112	\$	417,500
2110.120.04.0000	\$	90,000			
2110.120.04.1112	\$	145,000			
	\$	2,593,700		\$	2,593,700



**Walk On Agenda Item:**

**RESOLUTION #35 -WHEREAS**, the Board of Education of the Mineola Union Free School District has solicited bids for the building addition to Hampton Street School (SED control #28-04-10-03-0-003-018); and it has determined, based on the recommendation of the District architects, Holzmacher, McLendon & Murrell, P.C., that all bids received for Contract "G" (General Construction and Site Work) be rejected and new bids be solicited for said work; now therefore be it

RESOLVED that all bids received for Contract "G" (General Construction and Site Work) be and the same are hereby rejected and it is further

RESOLVED, that new bids for the said Contract "G" work be solicited as expeditiously as possible

**Motion: Terence Hale**  
**Second: John McGrath**

Discussion: The Superintendent stated that all bids opened yesterday. It is felt that we can get a better offer for the General contractor bid. The bid will re-open 11/28 or 11/29, after the ad runs in Newsday. The three other bids (plumbing, HVAC and electric) were all good. It is hoped that all four bids will be awarded at the 12/1 meeting. Mr. McGrath asked will this result in a delay of the project. The Superintendent replied no, this is an eight month project and it should be done on time if all milestones are met. Mr. McGrath stated that he thought the general contractor came in low. The Superintendent stated that there was a big discrepancy in bids and would like to go back out for some better numbers. District counsel is in agreement decision.

**Yes: Terence Hale**  
**Irene Parrino**  
**John McGrath**  
**William Hornberger**  
**Christine Napolitano**

**No: None**

**Passed: Yes**

## **J. Public Comments**

Ethan Sargent, 4th grader and President of K-Kids at Hampton Street School, asked if it is possible to have the North Hempstead Recycling program as well as the events they offer for Earth Day at the Hampton Street School. Mrs. Sargent, Ethan's mother, stated that her son used this idea as part of his campaign. She questioned why this program can not be done since our tax dollars are already paying for it. Mrs. Sargent introduced another parent, Mrs. Beatty, who has also researched this program. Mrs. Beatty stated that she feels that the North Hempstead program would be a good fit for the district mission program. Mrs. Sargent stated that she also invited the Commissioner of Solid Waste Management from North Hempstead, Igor Sikiric, to attend and speak at this meeting.

Ms. Napolitano stated that before that happens she would like to give the Superintendent a chance to respond. The Superintendent stated that he had been contacted by Mrs. Sargent and had responded to all of her questions. He stated that throughout this correspondence, he was not asked to start this program. The Superintendent stated that if the K-Kids want to do this, they should have discussed it with their advisor. The Superintendent also added that it is unfair to be asked to get rid of Royal Recycling. The Superintendent stated that he is willing to help Ethan with his requests and would like to see if we can run a similar program.

The Commissioner of Solid Waste Management addressed the Board and stated that the program run by North Hempstead brings recycling to another level. They provide schools with bins for all classrooms and they have a bottle cap program (which Ethan Sargent has expressed an interest in starting at Hampton Street). He added that for Earth Day, there are recycle videos, special events and an art contest. The program is run very well and a staff person from North Hempstead keeps in close contact with each school. The Superintendent asked if it is possible to only use some parts of the program, for example the cap program without dropping Royal Recycling. The Commissioner stated that he would have to clarify that issue however, he stated that it is preferred that a district be completely involved.

Mr. McGrath asked if the district is currently recycling. The Superintendent stated that we are and that pick-ups occur twice a week. Mrs. Sargent again stated that she does not understand why we are not using a program that our tax dollars are paying for. Mrs. Napolitano asked if it is possible for us to do all things offered without being part of the North Hempstead program. The Superintendent stated that it is possible but if we get permission to utilize parts of the program without getting rid of Royal Recycling; he would be willing to consider it.

The Superintendent introduced Joe Mora, Royal Waste Services. Mr. Mora stated that he started a recycling program with the Mineola School district because of his son, who is now in the high school. According to Mr. Mora, before he started this program, no one wanted this job. Mr. Mora stated that he also started an e-waste program with Mr. Hepworth at the middle school. He reported that about a ton and a half of paper is picked up each month. Mr. Mora works with the district and North Hempstead. He doesn't charge the district for the services of the Royal Recycling program. The Superintendent asked Mr. Mora if it is possible to expand the program. Mr. Mora stated that this would be possible and it involves him working more closely with the custodial staff. The Superintendent added that he has visited the recycling plant to ensure that the company is doing what it states and to see the entire operation. Mr. Mora stated that the company is in the process of completing an educational video and his staff is available to work with the staff at Mineola.

The Superintendent stated that currently the cap program is being run successfully at the high school and the advisor for the Environmental club is very effective. The Superintendent told Ethan Sargent that he will followup and make sure that Ethan can run the cap program at Hampton Street School. Ms. Napolitano stated that she hopes that Ethan continues his good work and that he continues to help other students. Ms. Napolitano asked Ethan to keep the Board up to date on the recycling programs at Hampton Street School.

## **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 and 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 & Operations Functions); and Special Report

Comments from Board President

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**Comments from the Board President:** Ms. Napolitano stated that she is looking forward to seeing the high school production of "Almost Maine" and encouraged everyone to attend. Finally, she wished everyone a very Happy Thanksgiving.

**Superintendent's Report:** The Superintendent stated that Ms. Burns went to Albany in order to continue following up on the changes being made by the State and the PARCC assessment. The district has begun to put together a plan on how we will react to these changes.

The Superintendent introduced Ms. Burns, who presented "The Regents Reform Agenda". The four main initiatives are as follows:

1. Adopt Common Core Standards and develop curriculum and assessment aligned with these standards to prepare students for success in college and the workplace.
2. Building instructional data systems that measure student success and inform teachers and principals how

they can improve their practice in real time.

3. Recruiting, developing, retaining and rewarding effective teachers and principals.

4. Turning around the lowest achieving schools.

Ms. Burns discussed the first three initiatives and how they will be addressed by the district. \*The entire power point presentation can be found on the district website.\*

**Common Core Standards:** Ms. Burns stated that she has attended and will continue to attend Network team meeting on Common Core Standards, Data Driven Instruction and Teacher Evaluations in Albany to stay abreast of the latest developments and resource to improve teaching and learning. She will be conducting trainings with principals, literacy coaches, math lead teachers and data driven inquiry team. Literacy Coaches will meet monthly with Ms. Burns to plan professional development activities. The principals will utilize the expertise of the literacy coaches to address the needs at their programs. Teachers will attend full day ELA and Math Workshops.

**Instructional Data Systems:** Ms. Burns stated that all students grades K-9 will be taking NWEA three times a year. PLC time was created so that teachers and administrators will have dedicated time to meet and make instructional decisions based on NWEA data. The NWEA lead teachers support the principals and teachers in organizing and interpreting data. The NWEA Lead Teachers attend grade level PLC meetings. Ms. Burns stated that the NWEA Lead Teachers will meet monthly with Sharon Macken to review data and determine the next steps at the building level. Ms. Burns clarified that the NWEA lead teachers and the Literacy Coaches are not the same people. Teachers are currently working on websites and instructional support tools for each RIT band for math and reading. Finally, students are developing goals with their classroom teacher in an effort to help students "own" their learning.

**Highly Effective School Leaders:** Ms. Burns stated that the Superintendent will attend Network Team meetings to stay abreast of the latest developments and implementation of new teacher/principal evaluation systems. The Superintendent met with principals and administrators at Administrators Retreat to outline laws and regulations regarding the new APPR. Ms. Burns stated that she and the Superintendent attended a workshop regarding the new APPR of building principals. The Superintendent leads monthly training to focus on inter-rater reliability for teacher observations. The Superintendent implemented blackboard to expand professional conversations around effective evaluation of teachers.

The Superintendent thanked Ms. Burns for her presentation. He stated that the world of public education in New York is being changed completely and we are trying to be prepared as possible.

The Superintendent stated that he wishes everyone a very Happy Thanksgiving and stated that he is very thankful to be part of the Mineola School District.

Questions from the Board: Mr. McGrath asked if there is a timeframe for when the Common Core Standards will be implemented. The Superintendent stated that they must be implemented by 9/2012. Mr. McGrath also asked if NWEA is in line with the Common Core Standards. The Superintendent stated yes.

Ms. Napolitano opened the meeting to public comments.

A parent asked how it is being measured whether these goals are being used. The Superintendent stated that at the Workshop meeting on 12/1/11, the building goals will be reviewed. The Elementary and Middle School principals will be presenting at the meeting.

Another parent stated that at the parent/ teacher conferences for her children, she was not given goals or information from the teachers regarding NWEA. The Superintendent stated that this parent should contact the teachers and request the student goal sheet for each of her children. Mr. Hornberger and another parent stated

that their children's teachers gave them the NWEA information and had a discussion based on the results. The Superintendent stated that this should be happening across the board. He also reminded everyone that NWEA is only one tool being used. The Superintendent encouraged parents not to wait for conferences, but to keep in contact with the teachers on a regular basis.

Ms. Parrino asked if teachers are talking to the kids about their goals. The Superintendent stated that this is happening and it is a great thing when children understand where they are at. All children, no matter the age, can understand what they are good at and what they need help with.

A parent asked the Superintendent which should be given more weight the NWEA or the State exam results. The Superintendent feels that the NWEA will show the individual student's growth. He feels if we pay attention to the NWEA and see growth, then we should do better on the other assessments.

There were no further questions or comments.

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

**L. Executive Session    Time: 9:00 p.m.**

At 9:00pm, 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:    John McGrath**

**Second:    Terence Hale**

**Yes:        Terence Hale**

**Irene Parrino**

**John McGrath**

**William Hornberger**

**Christine Napolitano**

**No:        None**

**Passed:    Yes**

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

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

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

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

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\_\_\_\_\_

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

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

Respectfully Submitted,

Andrea Paggi