

**MINEOLA UNION FREE SCHOOL DISTRICT
MINEOLA, NY**

Workshop 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 – 2008-2009

- *Educational Expectations and Improvement*
- *School Quality*
- *Operations*
- *Fiscal Management/Stability*

DATE: April 2, 2009

LOCATION: Willis Avenue School

OPEN WORK SESSION

7:00 p.m. 1st FLOOR CAFETERIA

Board of Education

Stephen Siwinski, President
John McGrath
William Hornberger

Central Office

Dr. Lorenzo Licopoli, Superintendent of Schools
Dr. Michael Nagler, Deputy Superintendent
Sherri Goffman, Asst. Supt. of Curr. & Inst.
John Waters, Asst. Supt. of Finance & Oper.
Janice Patterson, Director of Pupil Services
Lori Dolan, Asst. District Clerk

A. Call to Order

At 7:10 p.m. the meeting was called to order by President Siwinski. A motion was made to temporarily appoint Dr. Nagler Assistant District Clerk Pro temp until such time that Assistant District Clerk Lori Dolan could join the meeting.

Motion: William Hornberger

Second: John McGrath

Yes: William Hornberger
John McGrath
Stephen Siwinski

No: None

Passed: Yes

At 7:35 p.m. Lori Dolan joined the meeting as Assistant District Clerk.

- B. Pledge of Allegiance**
- C. Reading of Mission**
- D. Moment of Silent Meditation**
- E. Dais & Visitor Introductions**
- F. Old Business**

Discussion: Mr. Hornberger requested an updated list of services that will be going out for RFP's this year. The Superintendent of Schools stated that the following services could go out for RFP:

- Technology – currently use CORE
- Internal Auditor – currently use Nawrocki & Smith
- Legal – currently use Frazer & Feldman
- Food – currently use Aramark

Mr. Waters stated that Nawrocki & Smith is currently in its 4th year of service to the district, and that the NYS Controller's protocol recommends rotation every 5 years, suggesting that it would be beneficial to the district to wait until October 2009 to go out on RFP for this service. Mr. Siwinski stated that they should start the RFP process on all services except Internal Auditor, which they would do during the 2009-2010 school year. Mr. Hornberger inquired as to the status of the Teacher's Aide negotiations and the Superintendent replied that the Board must establish parameters. Mr. Siwinski stated that he would like to set up a meeting with the Board, Dr. Licopoli and Dr. Nagler to establish the parameters for negotiations. Mr. Hornberger stated that he had received information regarding the Tennis program from Mr. Amitrano. Dr. Nagler stated that when the district starts a sports program, they would want it at all levels: intramurals, Junior Varsity and Varsity, adding that we are a small district and he is unsure that the district could sustain the program. Dr. Nagler suggested introducing an intramural team in late May through June, when Spring sports were over. Dr. Nagler also added that the tennis courts would have to be upgraded. Mr. Siwinski asked that Dr. Nagler look into this further. Mr. Hornberger inquired as to remaining capital projects for the 2008-2009 school year. Dr. Nagler replied that there were 2 projects pending should the tennis courts project be deferred: adding a Home and Career room at the Middle School and making one large class from several smaller classes at Jackson to accommodate Special Ed and ESL. Mr. Siwinski asked if the Board could get a "ball park" estimate to resurface the tennis courts, and Dr. Nagler said that he would discuss this with Mr. Amitrano. Mr. Hornberger suggested that, given the community members in the district that had come forward with ideas for energy conservation, that an Energy Committee be formed. Mr. McGrath agreed.

- G. New Business**
- H. Superintendent's Reports**
 - **Student Portfolios**

Discussion: The Superintendent stated that the Student Portfolio initiative started in 2002. Dr. Nagler gave a brief overview of the Exhibition Project, stating that it is an assessment tool incorporating a comprehensive K-12 information literacy and technology curriculum. He further stated that it is an integration of writing skills, research skills,

technology skills and oral presentation skills. Dr. Nagler then introduced the 3 students who would be presenting their portfolios: Thomas Capriariello, The Battle of Gettysburg using Hyper Studio, Matthew Moro, The Decades Project, using PowerPoint, and Dora Macedo, Winthrop Internship in Cardiology.

- **Energy Performance Contract Review**

Discussion: The Superintendent of Schools stated that the district began district-wide energy conservation projects. Phase I of the Energy Performance Contract began in 2001 in an effort to reduce energy, water and fuel usage and green house emissions. Naimath Mohammed, Performance Assurance Engineer from Johnson Controls, presented the Energy Performance overview and 2007-2008 energy savings report. Mr. Mohammed outlined the scope of work for Phase I, noting lighting upgrades and lighting controls throughout the district, boiler plan upgrade/boiler replacement at the Middle School, Meadow Drive, Cross St., Hampton and Jackson, boiler controllers throughout the district and weatherization improvements in all schools. Mr. Mohammed further noted an energy management system at the Middle and High Schools, steam trap replacement at the Middle School, Cross, Hampton and Jackson, pipe insulation at the Middle School and computer controls throughout the school district. Mr. Mohammed also noted energy savings as a result of the upgrades, such as a reduction of 659,933 kWh due to lighting upgrades, 10% increase in post combustion efficiency due to boiler retrofit/upgrades at Meadow, Cross and the Middle School and a reduction in lighting costs of \$110, 584, adding that the contractual guaranteed savings was \$282,544 with an actual savings for 2007-2008 of \$408,607. In terms of renewable energy, Mr. Mohammed described the benefits of Solar PV technology, noting school districts currently using such systems, such as Shoreham Wading River, Carle Place and Smithtown.

- **Point of Service – School Cafeteria Program**

Discussion: The Superintendent of Schools introduced Mrs. Judge, Assistant Business Administrator, and Lisa Garafolo of Aramark to present the Point of Sale System from Nutrakids Proposal. Mrs. Judge explained that in order to meet state regulations, the district is only allowed to keep a balance in the cafeteria fund at the year end equal to or less than 3 months expenses, in this case, \$60,000. She stated that the district recently purchased 12 used cafeteria tables from Carle Place at a total cost of \$1800, and that she would also like to purchase a Point of Sale System from Nutrakids. Benefits of the system include free and reduced lunches can be managed, eliminates tally cards, automatically tracks and maintains student accounts, serving line moves faster, allowing children more time to eat, tracks inventory and safeguards students with allergies by identifying them. A member of the public inquired as to the cost of the system, and Mrs. Judge responded that it would cost \$17,000 for the Middle and High Schools or \$34,000 for all of the buildings. A member of the public stated that he would like to hear what else could be done with the \$60,000. A member of the public stated that he would like to see this added to the RFP for food services. A member of the public expressed concern about the \$3 service fee for adding money to the account electronically. The Superintendent stated that for the next meeting they will have additional suggestions as to how best to use the \$60,000 and ask the Board for a recommendation.

A motion was made to open the floor to public comment.

Motion: John McGrath
Second: William Hornberger

Yes: William Hornberger
John McGrath
Stephen Siwinski
No: None

Passed: Yes

Discussion:

- ❖ A member of the public stated that there are multiple competitors for food service companies and that the district should take the time to look at other systems. He reiterated his concern with regard to the service charge for adding funds to the account with a credit card.
- ❖ Mrs. Garafolo stated that the prepaid card system would reduce accounting errors and that the current system is antiquated making it very difficult to properly track accounts. She further stated that Nutrakids is a very reputable company with very reliable IT support.
- ❖ The Superintendent stated that most school districts on Long Island are using swipe systems or systems similar to this.
- ❖ Chris Napolitano announced her candidacy for Mr. Siwinski's seat on the Board of Education.

J. Adjournment

At 10:05 p.m. a motion was made to adjourn this meeting of the Board of Education.

Motion: William Hornberger
Second: John McGrath

Yes: William Hornberger
John McGrath
Stephen Siwinski
No: None

Passed: Yes

Respectfully submitted,

Lori Dolan
Assistant District Clerk