

**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 - 2015-2016**

***Educational***

- Continue to actualize the District's Mission and Strategic Objectives and measure progress toward these goals
  - Continue to develop an electronic portfolio which recognizes the attributes embodied in the mission statement
  - Demonstrate that students are contributing positively to a global society
  - Demonstrate that students are exhibiting strength of character (habits of the mind)
  - Demonstrate that students are pursuing something about which they are passionate
- Continue to expand and develop college and career partnerships to ensure success for our HS graduates.
  - Expand Queensboro certificate program
  - Explore career partnerships with local institutions

***Facilities***

- Develop a comprehensive Building Condition Survey which outlines the health of all of the districts buildings
  - Create a new five-year Capital Plan to address outstanding items in the BCS
    - Leverage both the Capital Reserve and Energy Performance Contracts (EPC)

***Finance***

- Not to exceed the allowable tax levy cap while continuing to maintain and enhance all of our programs and facilities

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**DATE: December 17, 2015**

**LOCATION: Willis Avenue School**

**OPEN WORK SESSION**

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

**Board of Education**

Christine Napolitano  
Patricia Navarra  
Nicole Matzer  
Margaret Ballantyne  
Brian Widman

**Central Office**

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

- A. Call to Order - 7:05 pm**
- B. Pledge of Allegiance**
- C. Reading of Mission- Nicole Matzer**
- D. Moment of Silent Meditation**

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

Absent: Patricia Burns

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

Tonight's Student Organization Report was by Felicia Villa. She gave an update on the activities taking place through the Student Service Center including: many local families were helped by the Thanksgiving food drive; Spark made cookies at the Ronald McDonald House; and Peer tutoring is well underway. Felicia thanked the Board for all of their support of the play. Felicia stated that this year at the Winter Concerts, there was a partnership between the music and art programs and the theme was the Renaissance. She reported that eight local colleges have come into the High School to conduct On the Spot interviews. There was a presentation on 12/2, "Not My Child" by the District Attorney which dealt with the signs of Heroin addiction. Felicia reported that she performed at the All State Concert and it was an incredible experience. She also reported that six teachers from Denmark visited English and Social Studies classes at the High School. Felicia added that it was interesting talking to them about the differences in education between Denmark and here. The Board thanked Felicia for her report.

At this time, the order of the meeting was changed in order to allow the "LightSail" presentation to take place.  
\*Please see the Superintendent Report section for minutes.

#### **G. BOE Reports**

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

Brian Widman started by wishing everyone Happy Holidays. He attended the Septa Holiday Party and it was a lot of fun. He thanked all of the volunteers and the Mineola Fire Department. Mr. Widman attended four out of five concerts including 4th grade, 5th grade, and two High School concerts. He stated that the 4th grade concert was fun and the High School concerts are amazing. All of the hard work by students and staff is evident. All of the shows were outstanding and it is nice to see the community come together for some fine music.

Margaret Ballantyne attended the Septa Party and it was enjoyed by all. She attended the Gingerbread University and it was good to see all of the families working together. Dr. Ballantyne is looking forward to the Holiday Tea on Tuesday at the High School. Dr. Ballantyne attended some of the concerts and her goal this year was to attend one per building. She wished everyone Happy Holidays and also thanked all of the teachers for their hard work. Finally, Dr. Ballantyne stated that she wished that the parents of the fourth grade students would go see a concert at the High School to get a glimpse of what is to come.

Nicole Matzer attended some of the concerts and she sends her congratulations to the singers and musicians. Ms. Matzer also thanked the teachers. She enjoyed the Septa party and thanked everyone for making it a success. Ms. Matzer had the opportunity on Tuesday to attend two Senior Project presentations and stated that

both were very different. One student wants to be a teacher and the other student wants to enter the heavy machinery workforce. Both students outlined very detailed plans for their future. It was the first time that she attended these presentations and they were wonderful. Ms. Matzer wished everyone a Happy and Healthy Holiday Season.

Patricia Navarra had fun at the Septa Party. Ms. Navarra attended the winter concert and enjoyed the interdisciplinary projects between the musicians and the art classes. Ms. Navarra is looking forward to the sing alongs at the schools. She reminded everyone to shop locally and support the businesses that support the district. Ms. Navarra wished all of the college students good luck on their finals. She wished everyone Happy Holidays.

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

Christine Napolitano enjoyed the Septa party. Ms. Napolitano stated that she loves attending the fourth grade concert; its always a treat. She enjoys watching the excitement on the parents' faces. Ms. Napolitano wished everyone a very Happy, Healthy and Safe Holiday.

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

Dr. Nagler commented on the 4th grade concert and the size of the band and orchestra. There were approximately 100 band students on the stage. The size of the group was due to the change made last year which allows all students to get an instrument. These 4th graders are the origin of the High School concerts. Amazingly, most of these students do not receive any outside lessons. Dr. Nagler wished everyone Happy and Healthy Holidays and encouraged everyone to enjoy the time with their families.

### **H. Old Business**

There was no old business this evening.

### **I. New Business**

There was no new business this evening.

## J. Consensus Agenda

**RESOLUTION # 35 - BE IT RESOLVED** that the Board of Education approves the consensus agenda items J.1.a. through J.8.b.1, as presented.

**Motion:** Nicole Matzer

**Second:** Margaret Ballantyne

**Discussion:** The Superintendent stated that there was a small typo on item J.5.b.1- 2015, should be 2016. The error was corrected. Ms. Napolitano asked the Board if there were any questions or comments, but there were none. The Board was polled on the resolution.

**Yes:** Brian Widman  
Margaret Ballantyne  
Nicole Matzer  
Patricia Navarra  
Christine Napolitano

**No:** None

**Passed:** Yes

### 1. **Accepting of Minutes**

- a. That the Board of Education accepts the minutes of the December 3, 2015 Workshop Meeting as presented.

### 2. **Instruction**

#### a. Appointments Instruction

1. That the Board of Education approves the appointment of Michele Kitograd, to the position of part time (.2) Art Teacher effective January 4, 2016 to June 30, 2016. Salary: .2 of MA, Step 1, \$68,282 equaling \$13,656.

#### b. Appointment(s) Sub Teacher per diem

That 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.	Margaret M. McInnes	Nursery/K/Grades 1-6
2.	Meghan Cerrone	Art

#### c. Mentorship Program

That the Board of Education approves the following Mentors to be paid \$2000 for the current school year:

#### EMPLOYEE NAME

Mary Owens  
Lisa M. Marino  
Matthew Deluca  
Maryellen Perinchief  
Jodi Desantis-Helming

EMPLOYEE NAME

Jennifer M. Levi  
Andrea M. Romano  
Karen L. Curran  
Nicole M. Bartone

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 9/1/15- 10/31/15. 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 approves the Special Education Services contract for Parentally-Placed Student (Payable) between the Mineola UFSD and the Sewanhaka Central High School District for the 2015- 2016 school year.

5. **Civil Service**

a. Leave(s) of Absence

1. That the Board of Education approve the continuation of a paid Medical Leave of Absence to Sara Bond, Teacher Aide at Meadow Drive School, due to illness, effective November 23, 2015.
2. That the Board of Education approve a paid Medical Leave of Absence to Joan Selvin, 10 month Bus Driver in Transportation, due to illness, effective November 17, 2015.

b. Resignation(s)

1. That the Board of Education accept, the resignation, with regret, of Judith Falck, Typist Clerk at the Middle School, for the purpose of retirement, effective June 30, 2016.
2. That the Board of Education accepts the resignation, with regret, of Susan Spevack, Sr. Library Clerk at the High School, for the purpose of retirement, effective June 30, 2016.

c. Appointment(S) Sub Teacher Aide

The Board of Education approves the following individual(s) to the position of Teacher Aide Subs, with a salary of \$13.95 per hour, effective January 4, 2016.

EMPLOYEE NAME

1. Marcela L. Bustamante
2. Ana Paula Calvao
3. Cristina M. Cangemi
4. Robynelaine Kostulias
5. Ana J. Jaime
6. Eleanor Zmolil

6. **Business /Finance**

a. **Treasurer's Report**

1. That the Board of Education accepts the Treasurer's report for the period ending October 31, 2015 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 November 30, 2015

A/P Warrant # 9	November 04, 2015	\$ 550,568.22
A/P Warrant # 10	November 18, 2015	\$ 1,462,913.40

**TOTAL EXPENSES \$ 2,013,481.62**

**PAYROLL # 9 & # 10**

General	\$ 4,150,578.57
F Fund	\$ 46,177.96

**TOTAL PAYROLL \$4,196,756.53**

7. **Other**

Employee Agreements

a. That the Board of Education hereby authorizes the Superintendent to execute an employee agreement with Donna Squicciarino, District Treasurer, the terms of which have been reviewed by the Board in executive session, effective October 1, 2015.

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

That the Board of Education approves the disposal of the following district property, according to Policy #5250, declaring them obsolete:

a. Instruments:

1. Bass Drum- Ludwig, Serial # db1000
2. Trumpet- Getzen, Serial # 148174
3. Cornet- Conn, Serial # 883794
4. Clarinet- Conn, Serial # 16
5. Clarinet- Bundy, Serial # 590535
6. Flute- Emerson, Serial #17197
7. Flute- Bundy, Serial #14834
8. Violin 1/2- Strad Copy, Serial #107/17
9. Violin 1/2- Strad Copy, Serial #107/21
10. Grand Piano- Knabe, Serial #167585

b. Equipment;

1. Wenger Three Step Standing Choral Risers: quantity- 9, located at the High School.

**Walk-On Agenda Items:**

**ACA- Ongoing Employees**

**RESOLUTION # 36 -** WHEREAS, the Patient Protection and Affordable Care Act authorizes the Mineola Union Free School District to determine full-time status of ongoing employees in order to establish eligibility for health insurance coverage; and

WHEREAS, eligibility will be determined prior to the start of the health plan year each year; and

WHEREAS, the regulations under the Patient Protection and Affordable Care Act allow for look-back measurement periods to be used for ongoing employees to determine whether an employee is a full-time employee; and

WHEREAS, the Mineola Union Free School District desires to establish a look-back standard measurement period, administrative period and stability period for its ongoing employees; and

WHEREAS, the Mineola Union Free School District provides a health plan and is a participating municipality under the New York State Health Insurance Program (NYSHIP); and

WHEREAS, the Mineola Union Free School District's health plan year is a calendar year which runs from January 1st to December 31st; and

**NOW THEREFORE, BE IT RESOLVED**, that the standard measurement period for ongoing employees shall be a period of 12 consecutive months to be measured from November 1st through October 31st the following year, beginning with November 1, 2014 and continuing each year thereafter; and

**BE IT FURTHER RESOLVED**, that the administrative period for ongoing employees shall be a period of 61 days to begin immediately after the standard measurement period on November 1st and continue until December 31st; and

**BE IT FURTHER RESOLVED**, that the stability period for ongoing employees, determined to have averaged at least 30 hours of service per week (130 hours of service per calendar month) during the standard measurement period, shall be a period of 12 consecutive calendar months to begin immediately after the

administrative period on January 1st and continue until December 31st, beginning with January 1, 2016 and continuing each year thereafter; and

**BE IT FURTHER RESOLVED**, that the stability period for ongoing employees, determined not to have averaged 30 hours of service or more per week (130 hours of service or more per calendar month) during the standard measurement period, shall be a period of 12 consecutive calendar months to begin immediately after the administrative period on January 1st and continue until December 31st, beginning with January 1, 2016 and continuing each year thereafter; and

**BE IT FURTHER RESOLVED**, that notwithstanding the foregoing, the Mineola Union Free School District reserves the right to elect to provide insurance coverage to otherwise eligible employees who are not currently provided insurance coverage or to elect not to provide insurance coverage to otherwise eligible employees.

**Motion:** Margaret Ballantyne

**Second:** Patricia Navarra

Discussion: The Superintendent explained that this resolution is a result of the Affordable Care Act which will take root in the district this school year. This resolution defines who is eligible and identifies what is a "year". He added that the next resolution is the definition for part-time and seasonal workers. According to Dr. Nagler, these resolutions are making it public how we are going about addressing the ACA. Mr. Waters stated that it is a tremendous amount of work this year in order to pull the information needed together. The hope is that once this is all complete, there will be a database for the future years to work from. There was no additional discussion.

**Yes:** Brian Widman  
Margaret Ballantyne  
Nicole Matzer  
Patricia Navarra  
Christine Napolitano

**No:** None

**Passed:** Yes



**Walk-on Agenda Items:**

**ACA- New Variable/New Part-time/Seasonal Employees**

**RESOLUTION # 37-** WHEREAS, the Patient Protection and Affordable Care Act authorizes the Mineola Union Free School District to determine full-time status of new variable hour/new part-time/new seasonal employees in order to establish eligibility for health insurance coverage; and

WHEREAS, the regulations under the Patient Protection and Affordable Care Act allow for look-back measurement periods to be used for new variable hour/new part-time/new seasonal employees to determine whether an employee is a full-time employee; and

WHEREAS, the Mineola Union Free School District desires to establish a look-back initial measurement period, administrative period and stability period for its new variable hour/new part-time/new seasonal employees; and

WHEREAS, the Mineola Union Free School District provides a health plan and is a participating municipality under the New York State Health Insurance Program (NYSHIP); and

WHEREAS, the Mineola Union Free School District's health plan year is a calendar year which runs from January 1st to December 31st; and

**NOW THEREFORE, BE IT RESOLVED**, that the initial measurement period for new variable hour/new part-time/new seasonal employees shall be a period of 12 consecutive months which shall begin on the first day of the first calendar month following the employee's start date; and

**BE IT FURTHER RESOLVED**, that the administrative period for new variable hour/new part-time/new seasonal employees shall be a period which shall begin at the end of the initial measurement period and shall continue through the end of the first full calendar month beginning on or after the end of the initial measurement period; and

**BE IT FURTHER RESOLVED**, that the stability period for new variable hour/new part-time/new seasonal employees, determined to have averaged at least 30 hours of service per week (130 hours of service

a calendar month) during the initial measurement period, shall be a period of 12 consecutive calendar months to begin immediately after the administrative period; and

**BE IT FURTHER RESOLVED**, that the stability period for new variable hour/new part-time/new seasonal employees, determined not to have averaged 30 hours of service or more per week (130 hours of service or more per calendar month) during the initial measurement period, shall be a period of 12 consecutive calendar months to begin immediately after the administrative period; and

**BE IT FURTHER RESOLVED**, that notwithstanding the foregoing, the Mineola Union Free School District reserves the right to elect to provide insurance coverage to otherwise eligible employees who are not currently provided insurance coverage or to elect not to provide insurance coverage to otherwise eligible employees.

**Motion:** Nicole Matzer

**Second:** Brian Widman

**Yes:** Brian Widman                      **No:** None  
Margaret Ballantyne  
Nicole Matzer  
Patricia Navarra  
Christine Napolitano

**Passed:** Yes

**Approval of work-Varsity Baseball Field**

**RESOLUTION # 38-** **BE IT RESOLVED** that the Board of Education hereby approves the work set forth in the annexed December 7, 2015 proposal from Tri Turf Inc. for improvements to the Varsity Baseball Field and as authorized by the ED Data Bid #21.

**Motion:** Nicole Matzer

**Second:** Patricia Navarra

Discussion: The Superintendent explained that this work was outlined in his presentation at the last Board Meeting and this resolution makes it official. There was no further discussion.

**Yes:** Brian Widman                      **No:** None  
Margaret Ballantyne  
Nicole Matzer  
Patricia Navarra  
Christine Napolitano

**Passed:** Yes

## K. Superintendent's Report

### Superintendent of Schools' Reports for 12/17/15

#### Presentations:

##### 1. LightSail- Margarita Maravel

Dr. Nagler stated that there is a special presentation tonight on "LightSail" by Margarita Maravel, IL for ELA and SS, Deborah Doherty, 5th grade teacher for ELA and SS and six students: Nicole Cruz, Chloe Jean-Noel, Hannah Katinas, Sabrina Matzer, Jack Ryan and Jack Sargeant. Ms. Napolitano stated that she is very excited that the students are here tonight. She thanked them and their parents for coming this evening.

Margarita Maravel started by saying that the use of LightSail has helped students to become more interested in reading and Ms. Doherty has truly embraced this program in the classroom. The presentation was completed by Ms. Maravel, Ms. Doherty and each of the students.

What is LightSail? Ms. Maravel explained that LightSail is an interactive eReader, designed to support students as they become active readers. LightSail guides the students to self-monitor for understanding as they read.

Starting Out with LightSail: Students take a Power Challenge and based upon the results they receive Lexile Levels and Fountas and Pinnell conversions.

Genres and Book Selection: Ms. Maravel displayed a photo of the genre page which student sees in order to make a selection. There are 30 genres to choose from including: action/adventure, classics, graphic novels, literature, informational, mystery, and thriller/suspense. When students are searching for a selection, if a book is labeled with a Lightning bolt, then the book is on their level.

Next, Ms. Maravel displayed a sample of the Teacher's Home Screen and the Student's home Screen. It was explained that teachers and students can communicate through tasks, activities and progress.

Annotations or Thoughts: the process of making a thought was explained- first tap and hold on a word until a circle is seen, then use the blue lines to expand the highlight, tap add thought, next type your thought and finally, tap save thought. Next, they displayed an example of "Teacher View of Thoughts" and "Student View of Thoughts".

Cloze Assessments: The process for Cloze was explained by a student; tap the green box and then tap the word that you think fits in the blank. There are multiple choice questions and students can read or listen to the question. They also have the ability to look back to find an answer; but a student may not move on until they answer the question. Students are given their results and their progress.

Short Response: Teachers are given student short responses to grade, however it was explained that they are blind grading. A teacher is not made aware of which student responded until after the grading is complete. An example of the teacher's view and the student's view were displayed.

Teacher's Progress Page: allows the teacher to go into every student's portfolio and progress page. Grades are broken down into the standards. The teacher's page and the student's progress page and portfolio page were all displayed and explained.

Badges: Student can earn badges for genre, reading achievement and stamina.

At this point, there was a break out session and students demonstrated Lightsail to the Board and audience members. Following this session, Dr. Nagler stated that he is very impressed with the students and their knowledge. Ms. Maravel added that this program enables teachers to monitor students' reading and understanding and allows them to provide very quick feedback. Dr. Nagler thanked everyone for coming tonight and stated that he likes to hear from students and teachers. Mr. Widman thanked everyone for the presentation and added that he was very impressed with the students' knowledge of the program. Ms. Matzer encouraged parents to pick-up their children's I pad and look at all that they are doing. Ms. Navarra told the students that although they are young, the work that they are doing is exactly what the college students must do in class. Ms. Napolitano emphasized that this is not "mindless" work and the student truly understand what

they are doing. She is very impressed with the students this evening. Ms. Napolitano encouraged the principals and teachers to come forth with additional ideas for presentations. Finally, Dr. Nagler stated that it is very important for students to know, what they don't know. He added that the teachers are doing a great job. Dr. Nagler thanked everyone again for coming and gave them the opportunity to leave the meeting.

The meeting returned to the agenda following the departure of the students, teachers and families.

Superintendent Comments

The Superintendent had no additional comments at this time and stated that he was not in need of an executive session this evening.

**L. Public Comments**

Ms. Napolitano opened the floor to public comments, but there were none this evening.

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

There was no Executive Session this evening.

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

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

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

**N. Adjournment Time: 8:05 p.m.**

**Motion:** Nicole Matzer

**Second:** Brian Widman

**Yes:** Brian Widman  
Margaret Ballantyne  
Nicole Matzer  
Patricia Navarra  
Christine Napolitano

**No:** None

**Passed:** Yes

**Respectfully submitted,**

**Andrea M. Paggi**