

APPROVED MINUTES

HARBORFIELDS CENTRAL SCHOOL DISTRICT GREENLAWN, NEW YORK

Kind of Meeting	-	Regular Meeting
Date of Meeting	-	September 19, 2007
Place of Meeting	-	HHS – Multipurpose Room
Board Members Present	-	Mr. Brennan, Mr. Mastroianni, Dr. Chen, Mr. Giuliano, Mr. Schoer, Mr. Toles
Board Members Absent	-	Mrs. Boba
Others Present	-	Dr. Wilson, Ms. Todaro, Mr. Nimmo, Mr. Hartner, Dr. Bennardo, Ms. Tuzzi, Community Members

Prior to the opening of the meeting, the Board of Education and Superintendent of Schools toured the high school.

Mr. Brennan called the meeting to order at 8:05 p.m. and led the audience in the Pledge of Allegiance. He instructed those in attendance where to exit the building in case of an emergency. He also instructed those in attendance to turn off cell phones and silence all beepers.

PUBLIC PARTICIPATION

A student asked how the extracurricular funds are decided upon. Mr. Brennan explained that those are monies that belong to various clubs and are collected through fundraising.

SUPERINTENDENT'S REPORTS

Superintendent=s Report

Dr. Wilson stated that with regard to alternate sources of energy she has been in contact with Steve Israel's office and is waiting for a return phone call. She continued that Huntington School District had a study done by LIPA and has not yet received the report. She further stated that Mr. Nimmo has been in touch with LIPA and we are waiting for a return phone call.

Dr. Wilson went on to say that she has been contacted by Steve Israel's office regarding housing an Armed Services Academy Fair. We will host this fair on October 20 from 4:00 p.m. to 6:00 p.m. for area school districts.

Dr. Wilson reported on Connect Ed and advised that the accuracy at WDPS was 98% and at the middle school was 96%. She stated that Board members' phone numbers were added and that they should have also received a call. The Board members responded that they did not receive a call from Connect Ed. Dr. Wilson stated that she would have this checked out.

Dr. Wilson advised that thirty-five superintendents from Suffolk County met with Sen. LaValle on Safety issues and video surveillance.

Dr. Wilson reported that the first draft of the governor's budget will be available in November. She continued that Long Island schools should not be looking for any additional funds. She further stated that she has already met with Senator Marcellino and has had a meeting with area superintendents. She went on to say that areas superintendents have their first meeting at the end of the month and the next meeting with Senators Marcellino and Flanagan.

Dr. Wilson advised that the administrative staff development is going well. At the last meeting Mr. Platt conducted a workshop on quality of instruction. Dr. Wilson reported that we are moving forward on this.

With regard to the space utilization goal at TJL, Dr. Wilson met with Ms. Tuzzi, Mr. Cacciola, and central office administrators to discuss this problem. One thought is to reclaim the multipurpose room and use it for classrooms or other types of space. Dr. Wilson stated that Mr. Hartner went over the demographics and he felt that this space issue was more driven by programmatic issues than demographic issues. Special use of space will require that we address this in some way.

Executive Summary: Harborfields High School Assessments and Graduation Statistics 2006-2007

With regard to the executive summary of reports, Mr. Giuliano stated that it should be the introduction to the report. Mr. Brennan stated that the Board would still require a comprehensive report but the executive summary would summarize what is contained in the report. Mrs. Chen suggested that we use the model of the audit report that the Board gets.

Dr. Bennardo handed out the Advanced Placement results for the class of 2006 and 2007. Dr. Bennardo reported that:

- there is a 41% increase in population since 2000
- 58% increase in Advanced Placement credit over same period
- 3.3% increase in attendance since last year
- 2% increase in Advanced Placement credit over same time
- 7% more of our Senior Class graduates with Advanced Placement credit over four years ago.

One concern is the foreign language piece. Dr. Wilson felt that part of the problem may be the oral part of the exam. We have no language labs. Dr. Wilson stated that we are looking into strategies to resolve this problem. One possibility is using ESL students or possibly some teachers from Berlitz.

Dr. Bennardo reported that Mike Kahn is going in a whole new kind of direction with the Science Research program. Mr. Kahn has been appointed to the Board of Directors of the New York State Engineering Fair.

Capital Improvement Project

Contained in the agenda was a summary of the various projects undertaken through the Harborfields Bond issue of March 14, 2000. Each project's projected budget and cost to complete are represented. In all but four of the projects, the obligations to contracts and professional service firms have been fulfilled. The four projects for which open encumbrances remain are involved in litigation. The total costs of the bond projects, \$52,251,880 remains within the authorization amount of \$52,789,311 that had been approved by the voters.

Fund Balance Report and Discussion

Mr. Nimmo advised the Board that this year school districts may maintain an undesignated fund balance of 3% and beginning next year the level will be fixed at 4%. This represents an important tool for schools to utilize in dealing with unforeseen emergencies that may arise, but perhaps more useful in dealing with uncertainty of state aid levels and other revenue sources such as interest earnings that become subject to forces beyond a district's control. Using \$231,123 as an addition to the undesignated fund balance places the district in a better position to deal with emergencies and provides added flexibility in mitigating tax levy changes in the planning of our future budgets.

Enrollment Updates (Class Sizes)

The enrollment report was contained in the agenda. Mr. Schoer expressed concern regarding the number of kindergarten students that were originally reported to the Board. The projections were 34 kindergarten students more than we have. He continued that we had projections that we based the budget on. Mr. Schoer stated that we are not following our own guidelines. He asked why we are hearing this for the first time now. Mrs. Chen asked where the source of the projections come from. Dr. Wilson stated that BOCES does our projects based on live births and people moving in and out of the district. Dr. Wilson apologized and stated that she did monitor the enrollment but failed to keep the Board apprised. Mr. Hartner stated that BOCES projections have been off the mark for the last few years.

Mr. Schoer asked that with respect to page #E-4 of the budget going forward, he would like enrollment included if extra teachers have been added.

BOARD OF EDUCATION MINUTES

Upon motion duly made by Mr. Giuliano, seconded by Mr. Mastroianni, and carried (6-0), the following minutes were approved, as corrected.

- Regular Meeting, August 15, 2007
- Special Meeting, August 29, 2007
- Special Meeting, September 5, 2007

FINANCE RESOLUTIONS

Call for removal of resolutions from the FINANCE consent agenda

Mr. Brennan called for removal of item 4.7 (Acceptance of Internal Auditor's Initial Risk Assessment of the Harborfields Central School District) and 4.8 (Establishment of Tax Levy for 2007-08 School Year) from the finance consent agenda.

Consent Agenda - Finance

Upon motion duly made by Mr. Schoer, seconded by Mr. Mastroianni, and carried (6-0), and upon the recommendation of the Superintendent of Schools, all resolutions in the area of Finance, with the exception of those noted above, on the agenda of the September 19, 2007 Board of Education meeting were approved by consent.

4.1 Treasurer's Report

Upon motion duly made by Mr. Schoer, seconded by Mr. Mastroianni, and carried (6-0), and upon the recommendation of the Superintendent of Schools, the Treasurer's Report for August 2007 was approved.

4.2 Schedules of Bills

Upon motion duly made by Mr. Schoer, seconded by Mr. Mastroianni, and carried (6-0), and upon the recommendation of the Superintendent of Schools, the schedules of bills attached to the agenda of September 19, 2007 were accepted.

4.3 School Service/Specialized Education Agreements

Upon motion duly made by Mr. Schoer, seconded by Mr. Mastroianni, and carried (6-0), and upon the recommendation of the Superintendent of Schools, the following School Service/Specialized Education Agreements between the Harborfields Central School District and the contractors listed below, in accordance with Part 200 of the regulations of the Commissioner of Education for children with handicapping conditions were approved.

- **CJI Consulting, Inc.** to conduct an audit of STAC filings and a review of school district's procedures relating to submission of STAC forms, and provide training to designated staff of STAC procedures, state aid reimbursement, electronic filing, review of automated verification listings and approved payment reports. The agreement shall be in effect for the period of September 1, 2007 through June 30, 2008 at a rate of \$650.00 per day.
- **Daytop Preparatory School** to provide substance abuse treatment and educational services to students in accordance with the Individualized Education Plan (IEP) for the period of July 1, 2007 through June 30, 2008 at a rate of \$87.00 per pupil per day of attendance.
- **Rebecca Kooper** to provide audiology services for the period of July 1, 2007 through June 30, 2008 at a rate of \$125.00 per hour.

4.4 Gift and Increase in Appropriations

Upon motion duly made by Mr. Schoer, seconded by Mr. Mastroianni, and carried (6-0), and upon the recommendation of the Superintendent of Schools, the following gift was accepted:

- \$448.00 from TJL PTA to be used at the discretion of Florence Tuzzi, Principal, TJL

It was further resolved, that upon the recommendation of the Superintendent of Schools, pursuant to the anticipated receipt of the gift to reimburse our expenses, appropriations for 2007-2008 be increased as follows:

- 2020.2000.06.2020.....\$448.00

with the understanding that this increase in appropriations is matched by unanticipated revenue and will therefore result in no impact on the tax levy.

4.5 Surplus Equipment

Upon motion duly made by Mr. Schoer, seconded by Mr. Mastroianni, and carried (6-0), and upon the recommendation of the Superintendent of Schools, the surplus computer equipment at Oldfield Middle School, as listed in the attachments to the official minutes of September 19, 2007, were declared surplus and will be disposed of accordingly.

4.6 Western Suffolk BOCES 2006-2007 AS-7 Service Contract

Upon motion duly made by Mr. Schoer, seconded by Mr. Mastroianni, and carried (6-0), and upon the recommendation of the Superintendent of Schools, the revised AS-7 service contract between Western Suffolk BOCES and the Harborfields Central School District for the 2006-2007 school year, as attached to the official minutes of September 19, 2007 was approved.

It was further resolved, that the President of the Board of Education be authorized to execute the agreement on behalf of the Harborfields Central School District.

4.7 Acceptance of Internal Auditor's Initial Risk Assessment of the Harborfields Central School District

Upon motion duly made by Mr. Schoer, seconded by Mr. Mastroianni, and carried (6-0), and upon the recommendation of the Superintendent of Schools, that the Board of Education accepted the Initial Risk Assessment of the Harborfields Central School District's Financial Operations for the period January 1, 2007 to March 31, 2007 prepared by R.S. Abrams & Co., LLP.

4.8 Establishment of Tax Levy for the 2007-2008 School Year

Upon motion duly made by Mr. Schoer, seconded by Mr. Giuliano, and carried (6-0), the following resolution was accepted:

Resolved, that the General Fund Budget Appropriations for 2007-2008 be set as follows: \$64,427,569

And be it further resolved, that pursuant to subd. 1, Sec. 138 of the Real Property Tax Law the district apply to the 2007-2008 tax levy surplus fund balance as follows:
Fund Balance to be applied: \$1,100,000

And be it further resolved, that the estimate of state aid for 2007-2008 is as follows:
Estimated State Aid for 2007-2008: \$13,093,331

And be it further resolved, that the estimate of revenue from all other sources is as follows:
Estimated Miscellaneous Revenue: \$1,200,000

And be it further resolved, that pursuant to subd. 12 of Sec. 1604 of Education Law, after subtracting the estimated receipts and the application of the Fund Balance determined above, the required levy of taxes for school district purposes be established as follows:
Tax Levy for General Budget \$49,034,238

And be it further resolved, that pursuant to Sec. 259 and/or subd. 5(1), Sec. 1804 of the Education Law, the following additional tax levies also be established:

For the School District public library, as requested by the Library Trustees. \$4,097,189

<u>ESTIMATED TAX RATES</u>	<u>Amount to be Levied</u>	<u>Estimated Tax Rate/\$100</u>
For Regular School Purposes	\$ 49,034,238.	\$187.01 (+ 4.3%)
School District Public Library	\$ 4,097,189.	\$ 15.63 (+4.7%)

HUMAN RESOURCES RESOLUTIONS

Call for removal of resolutions from the HUMAN RESOURCES consent agenda

Mr. Brennan called for removal of item 5.8 (Memorandum of Agreement between HBAA and HCSD), 5.10 (District Staff Member to Attend Conference), and 5.11 (Employment Benefit Agreement for Non-Unit Central Office Administrator) from the finance consent agenda.

Consent Agenda – Human Resources

Upon motion duly made by Mr. Schoer, seconded by Mr. Mastroianni, and carried (6-0), and upon the recommendation of the Superintendent of Schools, all resolutions in the area of Human Resources with the exception of items 5.8, 5.10, and 5.11 on the agenda of the September 19, 2007 Board of Education meeting were approved by consent.

5.1 Resignations

Upon motion duly made by Mr. Schoer, seconded by Mr. Mastroianni, and carried (6-0), and upon the recommendation of the Superintendent of Schools, the following resignations were accepted:

- Bucki, Patricia, Part-time Teaching Assistant, TJL, effective August 30, 2007
- Csogi, Kathleen, Part-time Clerk Typist, HHS, effective September 6, 2007
- Farrell, William, Security Guard, HHS, effective September 5, 2007
- Gonzalez, Jaime, Custodial Worker I, HHS, effective September 21, 2007
- Hennessy, Brian, School Teacher Aide, HHS, effective September 8, 2007

5.2 Professional Appointments

Upon motion duly made by Mr. Schoer, seconded by Mr. Mastroianni, and carried (6-0), and upon the recommendation of the Superintendent of Schools, the following professional appointments in accordance with the schedule attached to the official minutes of September 19, 2007 were approved.

Administrative		
Name	School	Assignment
Columbo, Jack	District	Interim Assistant Director of Pupil Personnel Services
Probationary		
Name	School	Assignment
Gutmann, Jennifer	TJL/OMS	Special Education Teacher

Part-time		
Name	School	Assignment
Robertson, Lucille	OMS	Teaching Assistant

5.3 Civil Service Appointment

Upon motion duly made by Mr. Schoer, seconded by Mr. Mastroianni, and carried (6-0), and upon the recommendation of the Superintendent of Schools, the following civil service appointment in accordance with the schedule attached to the official minutes of September 19, 2007 was approved.

Probationary		
Name	School	Assignment
Callahan, William	WDPS	Custodial Worker I

5.4 Permanent Appointment-Civil Service

Upon motion duly made by Mr. Schoer, seconded by Mr. Mastroianni, and carried (6-0), and upon the recommendation of the Superintendent of Schools, the following civil service employee received permanent appointment.

Permanent Appointment			
Name	School	Assignment	Effective Date
Hayes, Timothy	District	Maintenance Mechanic II	October 2, 2007

5.5 Substitute List Addendum 2007-2008

Upon motion duly made by Mr. Schoer, seconded by Mr. Mastroianni, and carried (6-0), and upon the recommendation of the Superintendent of Schools, the substitute list addendum as attached to the official minutes of September 19, 2007 was approved.

5.6 Extension of Emergency Conditional Appointments

Upon motion duly made by Mr. Schoer, seconded by Mr. Mastroianni, and carried (6-0), and upon the recommendation of the Superintendent of Schools, the following employees were granted an extension of emergency conditional appointment status pending clearance from the New York State Education Department.

Emergency Conditional		
Name	Assignment	School
Carbone, Christine	Summer Clerical Worker	District
Djossa, Christina	Summer Clerical Worker	Business Office
Joyce, Patricia	Substitute Food Service Worker	District

5.7 Extracompensation Appointment Schedule 2007-2008

Upon motion duly made by Mr. Schoer, seconded by Mr. Mastroianni, and carried (6-0), and upon the recommendation of the Superintendent of Schools, the appointees specified on the Extracompensation Appointment Schedule attached to the official minutes of September 19, 2007 were approved.

5.9 New Teacher Mentor Program for 2007-2008 School Year

Upon motion duly made by Mr. Schoer, seconded by Mr. Mastroianni, and carried (6-0), and upon the recommendation of the Superintendent of Schools, the following consultant was appointed for participation in the New Teacher Mentor Program for the 2007-2008 school year at a stipend of \$3,867.30.

- Barbara Luna

It was further resolved, upon the recommendation of the Superintendent of Schools, the following staff members were approved for participation in the New Teacher Mentor Program for the 2007-2008 school year with a stipend of \$37.69 per hour for a maximum of 45 hours.

Basile, Donna	Ellick, Steven	Ritter, Eugenia	Sinatra, Rosalie
Beard, Lorie	Gavin, Kristen	Romanelli, Paul	Smith, Edwin
Benchimol, Kelli	Groe, Anna Marie	Roxo, Christy	Spatafora, Elizabeth
Bergman, Lisa	LaMantia, Jessica	Russo, Gia	Thompson, Jennifer
Bilawski, Daniel	Lasinski, Paul	Sales, Sylvia	Turrini, Susan
Busemi, Sandra	Reznik, Trudy	Seland, Glenn	Walter, Alan
Butler, Craig			

Board of Education Goals/Action Plans for 2007-2008

It was the consensus of the Board of Education to accept the following Board of Education Goals/Directives for the 2007-08 school year. Dr. Wilson advised that action plans would be given to the Board at the next meeting.

- Continue to ensure a safe and healthy learning environment for all students by conducting an assessment of districtwide safety through the services of an outside consultant.
- Review and update sections 4000, 5000, and 6000 Board of Education policies to be conducted by the Board of Education subcommittees and the superintendent of schools.
- Improve instructional delivery by enhancing evaluation procedures for all staff members including the Board of Education, superintendent of schools, administrators, and teachers.
- Analyze costs and revenues in order to identify potential cost savings or alternative sources of revenue to the district including energy costs, health care costs, bidding procedures, and utilization of district property including a space utilization study.

Directives

- Provide an update on progress of the Special Education assessment conducted in the 2005-06 school year. This should be a verbal summary.
- Engage a consultant to conduct an assessment of technology utilization and costs.
- Develop strategies for increasing the percentage of students attaining Regents/Advanced Regents diplomas including the analysis of subgroup performance.

Other Reports

- Provide a study of districtwide overtime which will be included in the budget process.
- Investigate a process for formulating a districtwide sick bank for all employees.
- Explore strategies for gathering feedback from recent Harborfields High School graduates regarding their preparation for post high school college level programs.
- Provide an update on the progress of the Universal Pre-Kindergarten program. This should be a verbal report.

BOARD OF EDUCATION ACTIVITIES

There were no Board of Education activities at this time.

ITEMS FOR DISCUSSION

Discussion of class sizes

This was discussed earlier in the meeting.

A Board member asked about cell phones in the district. Dr. Wilson responded that no cell phone works everywhere in our district but that all 16 administrators will have pagers or beepers. There is a means of communication districtwide.

PUBLIC PARTICIPATION

There was no public participation at this time.

EXECUTIVE SESSION

Upon motion duly made by Mr. Giuliano, seconded by Mrs. Chen, and carried (6-0), the Board moved to Executive Session at 9:35 p.m. for the purpose of contract negotiations and legal matters.

Upon motion duly made by Mr. Toles, seconded by Mrs. Chen, and carried (6-0), the Board returned to the regular meeting at 10:55 p.m.

5.8 Memorandum of Agreement between Harborfields Building Administrators Association and HCSD

Upon motion duly made by Mr. Toles, seconded by Mr. Mastroianni, and carried (6-0), and upon the recommendation of the Superintendent of Schools, the memorandum of agreement between Harborfields Central School District and the Harborfields Building Administrators Association, as attached to the official minutes of September 19, 2007, was approved.

5.11 Employment Benefit Agreement for Non-Unit Central Office Administrator

Upon motion duly made by Mr. Schoer, seconded by Mr. Toles, and carried (6-0), and upon the recommendation of the Superintendent of Schools, the Employment Benefit Agreement for the Non-Unit Central Office Administrator appointed on August 29, 2007 was approved, as contained in the attachments to the official minutes of September 19, 2007.

It was further resolved, that the President of the Board of Education was authorized to execute the agreements on behalf of the Harborfields Central School District.

- Diana DeVivio, Executive Director of Pupil Personnel Services

It was further resolved, the Board of Education hereby authorizes the Superintendent of Schools to execute this agreement for the district.

5.10 District Staff Member to Attend Conference

Upon motion duly made by Mr. Schoer, seconded by Mr. Giuliano, and carried (6-0), this item was tabled to the October meeting.

At this time, the Board excused Dr. Wilson, Ms. Todaro, Mr. Nimmo, and Mr. Hartner from the meeting.

EXECUTIVE SESSION

Upon motion duly made by Mr. Schoer, seconded by Mr. Giuliano, and carried (6-0), the Board returned to Executive Session at 11:04 p.m. for the purpose of discussing a particular legal matter.

Upon motion duly made by Mr. Mastroianni, seconded by Mr. Toles, and carried (6-0), the Board returned to the regular meeting at 11:56 p.m.

ADJOURNMENT

Upon motion duly made by Mr. Schoer, seconded by Mrs. Chen, and carried (6-0), the Board adjourned the regular meeting of September 19, 2007 at 11:57 p.m.

Respectfully submitted,

Barbara Muller
District Clerk