

APPROVED MINUTES

HARBORFIELDS CENTRAL SCHOOL DISTRICT GREENLAWN, NEW YORK 11740

King of Meeting	-	Regular Meeting
Date of Meeting	-	December 12, 2007
Place of Meeting	-	OMS – Board Room
Board Members Present	-	Mr. Brennan, Mr. Mastroianni, Mrs. Boba, Dr. Chen, Mr. Giuliano, Mr. Schoer, Mr. Toles
Board Members Absent	-	None
Others Present	-	Dr. Wilson, Ms. Todaro, Mr. Nimmo, Mr. Hartner, Ms. Tuzzi, Mrs. Kelly, Dr. Bennardo, Mr. Cacciola, Jill Fichter, Auditor, Joe Cassella, Fire Inspector, Students, Community Members

Mr. Brennan called the meeting to order at 6:40 p.m. and upon motion duly made by Mr. Mastroianni, seconded by Mr. Toles, the Board of Education, Dr. Wilson, Ms. Todaro, Mr. Nimmo, Mr. Hartner and Jill Fichter of Coughlin, Foundotos & Danowski convened as the audit committee in Executive Session to discuss terms and conditions of employment and specific personnel matters. Dr. Chen and Mr. Giuliano arrived at 7:00 p.m. Mrs. Boba arrived at 7:15 p.m.

Upon motion duly made by Mr. Mastroianni, seconded by Mr. Giuliano, the audit committee moved to public session at 7:40 p.m.

Mr. Brennan led the audience in the Pledge of Allegiance at 7:45 p.m. and 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.

ANNOUNCEMENTS

- Board Recognition Program
 - **Christi Carillo:** placing second in the Fashion Marketing category at the Youth Professionals Chamber of Commerce competition
 - **Kristen Dauro:** placing second in the Fashion Marketing category at the Youth Professionals Chamber of Commerce competition
 - **Eli Johnson:** placing second in the Entrepreneurship category at the Youth Professionals Chamber of Commerce competition

REPORTS

Superintendent=s Report

Dr. Wilson advised the Board that one of the Board's goals this year was the safety audit. She continued that a gentleman has been in our buildings this week observing our safety and will give us a report on his findings.

Dr. Wilson also reported to the Board that at the Oldfield Middle School the Boar's Head Deli was opened today serving deli sandwiches along with fresh fruit and milk.

Dr. Wilson also advised the Board that the holiday concerts started this week.

Student Representative's Report

The student representative was unable to attend this evening's meeting.

Report on School District Audit

Jill Fichter of Coughlin Foundotos Cullen & Danowski rendered her opinion on the district's financial statement. She stated that our books and records are in very good shape. She continued that the district has good controls in place and are within the 3% undesignated fund balance. She thanked Mr. Nimmo and his staff for all their cooperation during the audit. Mr. Mastroianni asked Ms. Fichter to explain the reserves and the undesignated fund balance to those in attendance. A complete copy of the audit is on file in the office of the assistant superintendent for business.

Report on Fire Inspections

Mr. Joe Cassella performed the Annual State Fire Inspection in all of the district's buildings on July 10, 2007. Mr. Cassella re-inspected the buildings on October 18 and all non-conforming items have been corrected. A Board member suggested that it might be better if the inspection was done during the school year when students are in the buildings. Mr. Cassella responded that the dates for inspection are developed by SED and that every year it is performed in a different month. Next year our inspection will be done in June.

TJL Facility Needs

At this time further discussion took place regarding the facility needs at TJL. Mr. Nimmo advised that Ms. Tuzzi, cabinet members, and BBS have been assessing the current space utilization and near future needs of the students attending TJL. A table and floor plan was attached to the agenda which outlined the proposed plan sequenced in chronological order, with projected costs, targeted completion dates and designation as to whether our own staff or outside contractors would be utilized in

reconfiguring the space. The total estimated cost at this time is approximately \$136,820 for materials, labor, and ancillary costs of construction plus the cost of classroom furniture. The only major item not yet costed out is the movable partition for the stage which is roughly estimated to cost between \$12,000 and \$15,000. A copy of the table and floor plan is on file in the office of the assistant superintendent for business.

Consultant's Assessment and Recommendations for Technology Program

Ms. Todaro reported on the assessment of technology utilization and costs. The following feedback was gathered from various meetings with district staff regarding technology enhancements:

- Increase funding to purchase technology equipment
- Enhance professional development to support staff with the integration of technology
- Change the student management system to accommodate NCLB requirements
- Address technology support staff to enhance supervision and district-wide coordination

The following recommendations should be considered in order to enhance technology integration and district-wide coordination:

- Hire a director/coordinator of instructional technology
- Change the student management system
- Upgrade the network to Microsoft 2003
- Purchase additional computers for Washington Drive Primary School
- Purchase additional SMART Boards, document cameras, and wireless carts
- Provide technology professional development by offering in-service courses and workshops

A comprehensive report of the assessment of technology utilization and costs is on file in the office of the assistant superintendent for curriculum and instruction.

Administrative Report on Bidding Procedures

Mr. Nimmo advised the Board that the district participates in a wide variety of cooperative bidding programs that are available for use to school districts. Many goods and services are purchased through bids available from both Eastern and Western Suffolk BOCES, New York State contracts, as well as county contracts: primarily Suffolk, though Nassau County contracts are also available for our use, as are all county contracts across New York State. Mr. Nimmo continued that he has contacted the Town of Huntington's office of general services and will be making a request to procure gasoline for district vehicles through that office. While reaching out to surrounding districts on other matters, the Huntington School District advised us that they currently have such an arrangement with the town and it is working out well. This arrangement will not only save resources, but also provide us with a suitable

corrective measure to our internal auditor's comment about the district's current purchase of vehicle fuel. Beyond this initiative, we will be talking further with the town about other cooperative arrangements we may be able to undertake that will benefit both the town and the district. A comprehensive report of bidding procedures is on file in the office of the assistant superintendent for business.

BOARD OF EDUCATION MINUTES

Upon motion duly made by Mr. Schoer, seconded by Mr. Toles, and carried unanimously, the following minutes were approved by the Board of Education.

Regular Meeting, November 14, 2007
Special Meeting, November 27, 2007

FINANCE RESOLUTIONS

Call for removal of resolutions from the FINANCE consent agenda

There were no items removed from the Finance portion of the consent agenda.

Upon motion duly made by Dr. Chen, seconded by Mrs. Boba, and carried unanimously, and upon the recommendation of the Superintendent of Schools, all resolutions in the area of Finance on the agenda of the December 12, 2007 Board of Education meeting were approved by consent.

4.1 Treasurer's Report

Upon motion duly made by Dr. Chen, seconded by Mrs. Boba, and carried unanimously, and upon the recommendation of the Superintendent of Schools, the Treasurer's Report for November 2007 was approved.

4.2 Schedules of Bills

Upon motion duly made by Dr. Chen, seconded by Mrs. Boba, and carried unanimously, and upon the recommendation of the Superintendent of Schools, the schedules of bills attached to the agenda of December 12, 2007 were accepted.

4.3 School Service/Specialized Education Agreements

Upon motion duly made by Dr. Chen, seconded by Mrs. Boba, and carried unanimously, and upon the recommendation of the Superintendent of Schools, the following School Service/Specialized Education Agreements between the Harborfields Central School District and the contractor listed below, in accordance with Part 200 of the regulations of the Commissioner of Education for children with handicapping conditions were approved.

- **Adults and Children with Learning and Developmental Disabilities, Inc.** to provide consulting services regarding a counselor in training for the school district for the period of July 1, 2007 to August 31, 2007 at an annual rate of \$2,480.00.
- **Developmental Disabilities Institute** to provide adequate instruction, related services and/or a facility to students from the school district during the school year for the period July 1, 2007 to June 30, 2008.
- **Dix Hills Center for Speech and Hearing Disorders** to provide therapy during the school year as outlined in the agreement for the period July 1, 2007 to June 30, 2008 at a rate of \$60.00 per 30 minute session.
- **Long Island Developmental Consulting** to provide consultation services, home program services, supervision of home staff, and parent training services for the period September 1, 2007 to June 30, 2008 in accordance with the rate schedule in the attached agreement.

4.4 Health Service Contracts

Upon motion duly made by Dr. Chen, seconded by Mrs. Boba, and carried unanimously, and upon the recommendation of the Superintendent of Schools, the following health service contracts between the Harborfields Central School District and the school districts listed below, for the purpose of providing health services for children residing in the Harborfields Central School District and attending nonpublic schools in said school districts for the 2007-2008 school year were approved.

- **Deer Park UFSD**, 2 students attending St. Cyril & St. Methodius School at a cost of \$673.97 totaling \$1,347.94.
- **Plainview-Old Bethpage CSD**, 1 student attending the Hebrew Academy of Nassau County at a cost of \$691.00.

4.5 Gifts

Upon motion duly made by Dr. Chen, seconded by Mrs. Boba, and carried unanimously, and upon the recommendation of the Superintendent of Schools, the following gifts were accepted.

- Math-related picture books approximately valued at \$106.00 donated from the Harborfields Building & Administrators Association to the Oldfield Middle School
- 40 Sharp electronic calculators approximately valued at \$400.00 donated by the New York Islanders to the Oldfield Middle School as part of the "Teamwork/Leadership Assembly".

4.6 Gifts and Increase in Appropriations

Upon motion duly made by Dr. Chen, seconded by Mrs. Boba, and carried unanimously, and upon the recommendation of the Superintendent of Schools, the following gifts were accepted:

- \$13,000 from the Booster Club to be used at the discretion of John Valente, Director of Physical Education, Health and Athletics
- \$744.72 from AT&T to be used at the discretion of Diana Todaro, Assistant Superintendent for Curriculum & Instruction
- \$42,945.89 from Cablevision Lightpath to be used at the discretion of Diana Todaro, Assistant Superintendent for Curriculum & Instruction
- \$632.60 from the Washington Drive PTA to be used at the discretion of Maureen Kelly, Principal at Washington Drive Primary School
- \$4,879.78 from Verizon to be used at the discretion of Diana Todaro, Assistant Superintendent for Curriculum & Instruction
- \$6000.00 (\$1500.00 to each school) from SEPTA to be used at the discretion of Diana Todaro, Assistant Superintendent for Curriculum & Instruction and the principals of Washington Drive Primary School, Thomas J. Lahey Elementary School, Oldfield Middle School and Harborfields High School

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

- 2855.2000.36.2855.....\$13,000.00
- 2630.2000.42.2630.....\$ 744.72
- 2630.2000.42.2630.....\$42,945.89
- 2110.5040.05.2350.....\$ 632.60
- 2630.2000.42.2630.....\$ 4,879.78
- 2110.5130.05.2210.....\$ 1,500.00
- 2110.5110.06.2210.....\$ 1,500.00
- 2110.5110.11.2355.....\$ 1,500.00
- 2110.5110.12.2320.....\$ 1,500.00

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

4.7 Appointment of Acting District Clerk to Serve at Annual Meeting and Election of the Harborfields Public Library and Appointment of Director to Accept Absentee Ballots

Upon motion duly made by Dr. Chen, seconded by Mrs. Boba, and carried unanimously, and upon the recommendation of the Superintendent of Schools, Ann Marie Jones was hereby appointed as Acting District Clerk of the Harborfields Central School District for the purpose of performing such duties of the District Clerk as may be required under the Education Law in connection with the Annual Election of the

Harborfields Public Library to be held on April 8, 2008. Ann Marie Jones' authority shall be limited solely to those actions required of a school district clerk in connection with the said Annual Meeting and Election, and upon the performance of such duties the authority vested in Ann Marie Jones by this resolution shall terminate.

It was further resolved, that Carol Albano, Director of the Harborfields Public Library, or her designee be appointed for the purpose of accepting absentee ballots for the Harborfields Public Library Budget Vote and Trustee Election to be held on April 8, 2008.

4.8 Acceptance of Harborfields Central School District Audit Report and Financial Statements for 2006-2007

Upon motion duly made by Dr. Chen, seconded by Mrs. Boba, and carried unanimously, and upon the recommendation of the Superintendent of Schools, the Board of Education accepted the Harborfields Central School District Audit Report and Financial Statements for the year ended June 30, 2007 prepared by Coughlin, Foundotos, Cullen, Danowski, LLP, Certified Public Accountants.

Mr. Schoer asked that thank you notes be sent to those who presented the district with gifts.

HUMAN RESOURCES RESOLUTIONS

Call for removal of resolutions from the HUMAN RESOURCES consent agenda

Consent Agenda – Human Resources

Upon motion duly made by Dr. Chen, seconded by Mrs. Boba, and carried unanimously, and upon the recommendation of the Superintendent of Schools, all resolutions in the area of Human Resources with the exception of 5.4 (Civil Service Appointments) and 5.12 (District Staff and Board of Education Members to Attend Conferences) on the agenda of the December 12, 2007 Board of Education meeting were approved by consent.

5.1 Resignations

Upon motion duly made by Dr. Chen, seconded by Mrs. Boba, and carried unanimously, and upon the recommendation of the Superintendent of Schools, the following resignations were accepted:

- Mercado, Oscar, Special Education Teacher, WDPS, effective close of business December 30, 2007
- Ross, Lisa, School Teacher Aide, HHS, effective close of business November 27, 2007

- Rubino, Joseph, Guard, OMS, effective close of business November 28, 2007
- Sposato, Doris, Part-time Teaching Assistant, TJL, effective close of business November 30, 2007
- Torres, Frederick, Guard, HHS, effective close of business November 26, 2007

5.2 Leave of Absence

Upon motion duly made by Dr. Chen, seconded by Mrs. Boba, and carried unanimously, and upon the recommendation of the Superintendent of Schools, the following leave of absence were approved:

Name	Assignment	School	Dates Paid	Dates Unpaid
Russo, Gia	Special Education Teacher	OMS	3/3/08-6/3/08	6/4/08-8/31/08

5.3 Professional Appointments

Upon motion duly made by Dr. Chen, seconded by Mrs. Boba, and carried unanimously, and upon the recommendation of the Superintendent of Schools, the following professional appointments in accordance with the schedule attached to the official minutes of December 12, 2007 were approved.

Probationary		
Name	School	Assignment
Doctor, Melissa	TJL	Reading Teacher
Gentzlinger, Dori	TJL	Elementary Teacher
Part-Time		
Boshnack, Judy	OMS	FACS Teacher
Rios, Jennifer	TJL	Teaching Assistant

5.5 Increase in Hours

Upon motion duly made by Dr. Chen, seconded by Mrs. Boba, and carried unanimously, and upon the recommendation of the Superintendent of Schools, the following personnel was granted an increase in hours:

- **Wyrick, Vivian**, Part-time Teaching Assistant, OMS/HHS, from 5.75 hours per day to OMS, 6.0 hours per day effective November 26, 2007

5.6 Permanent Appointments

Upon motion duly made by Dr. Chen, seconded by Mrs. Boba, and carried unanimously, and upon the recommendation of the Superintendent of Schools, the following civil service employees received permanent appointment.

Name	School	Assignment	Effective Date
Kamm, Bonnie	District	Clerk Typist (12-month)	January 1, 2008
Michta, Laura Jean	TJL	Food Service Worker	October 15, 2007

5.7 Substitute List Addendum 2007-2008

Upon motion duly made by Dr. Chen, seconded by Mrs. Boba, and carried unanimously, and upon the recommendation of the Superintendent of Schools, the substitute list addendum as attached to the official minutes of December 12, 2007 was approved.

5.8 Translator List Addendum 2007-2008

Upon motion duly made by Dr. Chen, seconded by Mrs. Boba, and carried unanimously, and upon the recommendation of the Superintendent of Schools, the translator list addendum as attached to the official minutes of December 12, 2007 was approved.

5.9 Extension of Emergency Conditional Appointments

Upon motion duly made by Dr. Chen, seconded by Mrs. Boba, and carried unanimously, 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
Frank Bonomo	Substitute Security Guard	District
Michael Colon	Substitute Custodial Worker	District
Maria Hart	Substitute Food Service Worker	District
Nicholas Mondelli	Custodial Worker I	District
Brigitte Ohlenschlaeger	Substitute School Teacher	District

	Aide/Teaching Assistant	
Diane Sargent	Substitute School Teacher Aide Substitute Teaching Assistant	District
Nancy Sledz-Joyce	Substitute Clerical Worker	District

5.10 Extracompensation Appointment Schedule 2007-2008

Upon motion duly made by Dr. Chen, seconded by Mrs. Boba, and carried unanimously, and upon the recommendation of the Superintendent of Schools, the appointees specified on the Extracompensation Appointment Schedule attached to the official minutes of December 12, 2007 were approved.

5.11 Extra Assignment

Upon motion duly made by Dr. Chen, seconded by Mrs. Boba, and carried unanimously, and upon the recommendation of the Superintendent of Schools, the following extra assignment in accordance with the schedule attached to the official minutes of December 12, 2007 was approved.

Name	School	Assignment
Taylor, Gregory	HHS	0.2 Social Studies Teacher

5.4 Civil Service Appointments (REVISED 12/12/07)

Upon motion duly made by Mr. Schoer, seconded by Dr. Chen, and carried unanimously, and upon the recommendation of the Superintendent of Schools, the following civil service appointments in accordance with the schedule attached to the official minutes of December 12, 2007 were approved as amended.

Emergency Conditional Probationary		
Name	School	Assignment
Bonomo, Frank	TJL	Guard (10-month)
Forman, Eric	WDPS/HHS	Guard (10-month)
Hart, Maria	WDPS	Food Service Worker
O'Neal, Willie	OMS	Guard (10-month)
Probationary		
Edel, Donna	WDPS	School Teacher Aide

Phillips, Holli	OMS	Food Service Worker
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Upon motion duly made by Mr. Schoer, seconded by Dr. Chen, and carried unanimously, Eric Forman's appointment was tabled to Executive Session.

5.12 District Staff and Board of Education Members to Attend Conferences

Upon motion duly made by Mr. Schoer, seconded by Mrs. Boba, and carried unanimously, and upon the recommendation of the Superintendent of Schools, the following district staff and Board of Education members, as amended, were authorized to attend conferences and be reimbursed for expenses in accordance with policy file 2521.

Upon motion duly made to Mr. Schoer, seconded by Mr. Toles, and carried unanimously, Mrs. Boba was added to attend the NSBA FRN conference in Washington, D.C. from February 2-6, 2008.

- **James T. Brennan** to attend the NSBA Federal Relations Network Conference in Washington D.C. from February 2-6, 2008.
- **Dr. Janet Ceparano Wilson** to attend the Council of School Superintendents' Fall Conference 2007 on September 30-October 2, 2007 in Saratoga Springs, NY and the AASA National Conference on Education on February 14-17, 2008 in Tampa, Florida
- **James T. Brennan, Donald W. Mastroianni, Maggie Boba, Dr. Judith Chen, Nicholas P. Giuliano, Gary Schoer, Joseph Toles, Dr. Janet Ceparano Wilson, Diana Todaro, William H. Nimmo, and Michael Hartner** to attend the N-SSBA conference entitled "Alfie Kohn-The Deadly Effects of "Tougher Standards" Challenging High Stakes Testing and Other Impediments to Learning" at the Hilton Long Island, Huntington, NY on January 29, 2008.
- **Michael Hartner** to attend the NYSSBA conference entitled "The School Budget-Everything You Wanted to Know But Were Afraid to Ask", January 10, 2008 at the Hyatt Regency Long Island, Hauppauge, NY

INSTRUCTION CONSENT AGENDA

Call for removal of resolutions from the INSTRUCTION consent agenda

There were no items removed from the Instruction consent agenda.

Consent Agenda – Instruction

Upon motion duly made by Mr. Giuliano, seconded by Mr. Schoer, and carried unanimously, and upon the recommendation of the Superintendent of Schools, the resolution in the area of Instruction on the agenda of the December 12, 2007 Board of Education meeting was approved by consent.

6.1 Review of IEP Recommendations and Authorization for Placement and Services

Upon motion duly made by Mr. Giuliano, seconded by Mr. Schoer, and carried unanimously, and upon the recommendation of the Superintendent of Schools, review by the Board of Education of the IEP recommendations of the November 14, 2007, November 20, 2007 and November 28, 2007 meetings of the Committee on Special Education, amendments to the November 7, 2007 and November 13, 2007 meetings of the Committee on Special Education, the November 8, 2007, November 9, 2007 and November 30, 2007 meetings of the Subcommittee on Special Education, and the November 15, 2007 meeting of the Committee on Preschool Special Education authorization was granted to provide for the placement and services contained in the recommendations of the CSE, CPSE, and SCSE.

BOARD OF EDUCATION ACTIVITIES

N-SSBA Semi-Annual Dinner Meeting, December 4, 2007

No report was given on this meeting.

New York State School Boards Association conference in Latham, NY "Superintendent's Search Process" November 29, 2007

Mr. Brennan attended this workshop on November 29, 2007.

Western Suffolk BOCES Annual Dinner meeting, Wilson Tech Center, November 29, 2007

Mr. Mastroianni, Mr. Schoer, Mr. Toles, Ms. Todaro, Mr. Nimmo, Mr. Hartner, Ms. Muller, and Mrs. Pancir attended this Annual Dinner Meeting at Wilson Tech on November 29. Mr. Schoer stated that it was a wonderful evening. Mr. Schoer continued that more and more of our students are taking courses at BOCES. He further stated that the culinary students cooked a wonderful dinner. Mr. Schoer continued that BOCES is presenting a referendum on January 29 for the purpose of voting on a \$3.35 million capital project for window repairs, ceiling leaks, outdated heating, ventilation and air conditioning systems, and to replace modular/portable complex at no additional cost to districts. Mr. Schoer went on to say that we should let our public know about this referendum and ask them to support it.

ITEMS FOR DISCUSSION

Board Participation in Governance Survey

Mr. Giuliano asked that Dr. Wilson get additional information on this request before the Board complies.

PUBLIC PARTICIPATION

There was no public participation at this time.

EXECUTIVE SESSION

Upon motion duly made by Mr. Giuliano, seconded by Mr. Toles, and carried unanimously, the Board moved to Executive Session at 9:43 p.m. for the purpose of discussing a disciplinary matter and to meet with a particular firm to deal with the superintendent search.

Upon motion duly made by Mr. Giuliano, seconded by Mr. Toles and carried unanimously, the Board returned to the regular meeting at 10:22 p.m.

5.4 Civil Service Appointment (REVISED 12/12/07)

Upon motion duly made by Mr. Schoer, seconded by Mr. Giuliano, and carried unanimously, 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 December 12, 2007 was approved.

Emergency Conditional Probationary		
Name	School	Assignment
Forman, Eric	WDPS/HHS	Guard (10-month)

Dr. Wilson, Ms. Todaro, Mr. Nimmo, and Mr. Hartner left the meeting at 10:23 p.m.

EXECUTIVE SESSION

Upon motion duly made by Mr. Schoer, seconded by Mr. Giuliano, and carried unanimously, the Board moved to back to Executive Session at 10:24 p.m. to continue their discussion on a disciplinary matter and to meet with a particular firm to deal with the superintendent search.

Upon motion duly made by Mrs. Boba, seconded by Mr. Schoer, and carried unanimously, the Board returned to the regular meeting at 1:21 a.m.

ADJOURNMENT

Upon motion duly made by Mrs. Boba, seconded by Mr. Schoer, and carried unanimously, the Board adjourned the regular meeting of December 12, 2007 at 1:22 a.m.

Respectfully submitted,

Barbara Muller
District Clerk