

## APPROVED MINUTES

### HARBORFIELDS CENTRAL SCHOOL DISTRICT GREENLAWN, NEW YORK 11740

King of Meeting	-	Regular Meeting
Place of Meeting	-	HHS – Guidance Resource Center
Date of Meeting	-	September 17, 2008
Board Members Present	-	Mr. Brennan, Mr. Mastroianni, Mr. Banks, Mrs. Boba, Mr. Giuliano, Mr. Schoer, Mr. Toles
Board Members Absent	-	None
Others Present	-	Mr. Carasiti, Ms. Todaro, Mr. Nimmo, Mr. Hartner, Legislator Steven Stern, Dr. Bennardo, Mr. Gellert, Students, Community Members

Mr. Brennan called the meeting to order at 7:50 p.m. He led the audience in the Pledge of Allegiance and instructed those in attendance where to exit the building in case of an emergency. He requested that all cell phones and beepers be silenced during the meeting.

#### **BOARD RECOGNITION PROGRAM**

Mr. Brennan introduced County Legislator Steven Stern who welcomed everyone back to school and stated that he, along with his staff, is here to assist our school district in any way he can.

At this time Legislator Stern presented Tom Gellert, Director of Music, with a legislative proclamation. Mr. Gellert was recently named as the recipient of the New York State School Music Association's 2008 Distinguished Service Award which is the highest award that can be given to a NYSSMA member. This annual award recognizes an individual's support and accomplishments in the advancement of music education in the schools and communities of New York State.

Mr. Brennan personally thanked Legislator Stern for making it a point to visit our schools over the years. He continued that the Board appreciated him taking time from his busy schedule.

At this time, Mr. Brennan recognized Mr. Gellert for his NYSSMA distinguished service award by presenting him with a plaque from the district. He stated that Mr. Gellert not only followed in the former director's footsteps but he brought our program to a new level. Mr. Gellert thanked the Board and administration for all their support throughout his years at Harborfields.

Mr. Brennan presented Board member, Mr. Joseph Toles, with a plaque for receiving a Developmental Achievement Citation from New York State School Boards Association.

**PUBLIC PARTICIPATION**

There was no public participation at this time.

**SUPERINTENDENT'S REPORTS**

**Student Representative's Report**

Mr. Brennan introduced Meaghan O'Hare, our new student representative, from Harborfields High School. Ms. O'Hare stated that the year is off to a good start beginning with the buddy program the week before school opened where 400 upper classmen showed the freshman around the school. She stated that when Dr. Bennardo delivers the morning announcements he always refers to the "Harborfields family." She continued that she is always reminded of that relationship. She reported that the fall athletic barbecue, provided by the Booster club, went well. She announced that Maggie Seery was named a National Merit Semi-Finalist. Plans for homecoming, the pep rally, and floats are underway.

**Superintendent's Report**

Mr. Carasiti stated that he noticed throughout the district there is a key word that everyone seems to use. He continued that when Mr. Mastroianni called him back regarding his appointment as interim superintendent he stated "welcome to the Harborfields family." Mr. Carasiti stated that he is hearing that word on a weekly basis. He went on to say that it is evident that this is a special district and a special place.

Mr. Carasiti advised the Board and community that he, Mr. Mastroianni, and Mr. Nimmo attended an energy forum. Many interested things were presented, and he stated that we need to start looking into ways that we can conserve energy. This should be one of our priorities. He continued that the district would be remiss if we did not look into this.

**Fund Balance Report and Discussion**

Mr. Nimmo stated that the proposal for the 2008-09 tax levy and end of year reserve appropriations have been updated and revised from the projection submitted and approved by the Board of Education on June 18, 2008. Analysis of the projected final fund balance at June 30, 2008 projects total fund equity of \$6,809,378 which includes all reserve funds and the funds budgeted to be applied to the tax levy.

A comprehensive report on fund balance is on file in the office of the assistant superintendent for business.

**BOARD OF EDUCATION MINUTES**

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

- Regular Meeting, August 20, 2008
- Special Meeting, September 3, 2008

## **FINANCE RESOLUTIONS**

### **Call for removal of resolutions from the FINANCE consent agenda**

Mrs. Boba asked for removal of item 4.4 from the Finance consent agenda. Mr. Schoer asked for removal of items 4.8 and 4.9 from the Finance consent agenda.

### **Consent Agenda - Finance**

Upon motion duly made by Mr. Mastroianni, seconded by Mr. Toles, and carried unanimously, and upon the recommendation of the Superintendent of Schools, all resolutions in the area of Finance, with the exception of 4.4, 4.8, and 4.9 on the agenda of the September 17, 2008 Board of Education meeting be approved by consent.

#### **4.1 Treasurer's Report**

Upon motion duly made by Mr. Mastroianni, seconded by Mr. Toles, and carried unanimously, and upon the recommendation of the Superintendent of Schools, the Treasurer's Report for August 2008 was approved.

#### **4.2 Schedules of Bills**

Upon motion duly made by Mr. Mastroianni, seconded by Mr. Toles, and carried unanimously, and upon the recommendation of the Superintendent of Schools, the schedules of bills attached to the agenda of September 17, 2008 were accepted.

#### **4.3 Budgetary Transfer of Funds**

Upon motion duly made by Mr. Mastroianni, seconded by Mr. Toles, and carried unanimously, and upon the recommendation of the Superintendent of Schools, the budgetary transfer of funds as attached to the official minutes of September 17, 2008 were approved.

#### **4.5 Surplus Library Books**

Upon motion duly made by Mr. Mastroianni, seconded by Mr. Toles, and carried unanimously, and upon the recommendation of the Superintendent of Schools, the surplus library books at Harborfields High School, as attached to the agenda of September 17, 2008, were declared surplus and will be disposed of accordingly.

#### **4.6 Change Order**

Upon motion duly made by Mr. Mastroianni, seconded by Mr. Toles, and carried unanimously, and upon the recommendation of the Superintendent of Schools, the change order as listed below was approved:

**SED Project #58-04-06-06-0-007-019: Roof Renovations @ Oldfield Middle School**

- Change Order #1 dated August 20, 2008 from Best Roofing of New Jersey, Inc. requesting credit of the unused allowance in the contract. The contract sum will be decreased by \$15,000.00

**4.7 Acceptance of Internal Auditor's Reports of the Harborfields Central School District**

Upon motion duly made by Mr. Mastroianni, seconded by Mr. Toles, and carried unanimously, and upon the recommendation of the Superintendent of Schools, the Board of Education accepted the following internal audit reports of the Harborfields Central School District's financial operations prepared by R.S. Abrams & Co., LLP.

- Internal Auditor's Initial Risk Assessment Monitoring Report as of June 30, 2008
- Internal Auditor's Report on Procurement and Claims Processing for the period July 1, 2007 through January 31, 2008
- Internal Auditor's Report on Personnel and Payroll Processing for the period February 1, 2008 through June 30, 2008

**4.4 Gifts and Increase in Appropriations**

Upon motion duly made by Mr. Schoer, seconded by Mr. Mastroianni, and carried unanimously, item 4.4 was returned to the consent agenda.

Upon motion duly made by Mr. Schoer, seconded by Mr. Mastroianni, and carried unanimously, and upon the recommendation of the Superintendent of Schools, the following gifts were accepted:

- \$1000.00 from Harborfields Booster Club to be used at the discretion of Tom Gellert, Director of Music and Art
- \$ 755.30 from WDPS PTA to be used at the discretion of Maureen Kelly, Principal, WDPS

It was further resolved, upon the recommendation of the Superintendent of Schools, pursuant to the anticipated receipt of the gifts to reimburse our expenses, appropriations for 2008-2009 be increased as follows:

- 2112.4880.34.2400.....\$1000.00
- 1620.2000.05.1620.....\$ 755.30

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

Mrs. Boba thanked the PTAs and Booster Club for their donations and asked if the Board could get a list at the end of the year as to how these monies were spent.

**4.8 Establishment of Tax Levy for the 2008-2009 School Year**

Upon motion duly made by Mr. Schoer, seconded by Mr. Toles, and carried unanimously, item 4.8 was returned to the consent agenda.

Upon motion duly made by Mr. Schoer, seconded by Mr. Toles, and carried unanimously, and upon the recommendation of the Superintendent of Schools, Establishment of Tax Levy for the 2008-09 school year was approved.

<b>Resolved</b> , that the General Fund Budget Appropriations for 2008-2009 be set as follows:	<b>\$68,653,824</b>	
<b>And be it further resolved</b> , that pursuant to subd. 1, Sec. 138 of the Real Property Tax Law the district apply to the 2008-2009 tax levy surplus fund balance as follows. <b>Fund Balance to be applied:</b>	<b>\$1,600,000</b>	
<b>And be it further resolved</b> , that the estimate of state aid for 2008-2009 is as follows. <b>Estimated State Aid for 2008-2009:</b>	<b>\$14,553,222</b>	
<b>And be it further resolved</b> , that the estimate of revenue from all other sources is as follows. <b>Estimated Miscellaneous Revenue:</b>	<b>\$1,585,000</b>	
<b>And be it further resolved</b> , 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. <b>Tax Levy for General Budget:</b>	<b>\$50,915,602</b>	
<b>And be it further resolved</b> , that pursuant to Sec. 259 and/or subd. 5(1), Sec. 1804 of the Education Law, the following additional tax levies also be established. <b>For the School District public library, as requested by the Library Trustees:</b>	<b>\$4,255,040</b>	
<b>ESTIMATED TAX RATES</b>		
	Amount to be Levied	Estimated Tax Rate/\$100
For Regular School Purposes	\$ 50,915,602.	\$194.11 (+3.9%)
School District Public Library	\$ 4,255,040.	\$ 15.63 (+3.8%)

**4.9 First Reading of Board of Education Revised Policies**

The following revised policies are presented to the Board of Education for a first reading for action at a subsequent meeting. No action is required at this time.

➤ **Section 6000:** Fiscal Management

The Board of Education requested that this item be brought up at the October 22 Board of Education meeting.

**HUMAN RESOURCES RESOLUTIONS**

**Call for removal of resolutions from the HUMAN RESOURCES  
consent agenda**

Mr. Schoer asked that item 5.17 and 5.18 be removed from the consent agenda.

**Consent Agenda – Human Resources**

Upon motion duly made by Mr. Toles, seconded by Mr. Giuliano, and carried unanimously, and upon the recommendation of the Superintendent of Schools, all resolutions in the area of Human Resources, with the exception of 5.17 and 5.18 on the agenda of the September 17, 2008 Board of Education meeting were approved by consent.

**5.1 Resignations**

Upon motion duly made by Mr. Toles, seconded by Mr. Giuliano, and carried unanimously, and upon the recommendation of the Superintendent of Schools, the following resignations were accepted:

- Douglas, Trecina, Special Education Teacher, HHS, effective close of business September 26, 2008
- Abbondandolo, Deborah, Part-time Clerk Typist, OMS, effective close of business September 12, 2008
- Gorczycki, Laura, Part-time Teaching Assistant, effective close of business August 29, 2008
- Okin, Ellen, Part-time Teaching Assistant, effective close of business August 29, 2008
- Richter, Jaime, School Teacher Aide, TJL, effective close of business August 1, 2008
- Smith, Irene, Part-time Teaching Assistant, effective close of business August 29, 2008 for the purpose of retirement

**5.2 Leave of Absence**

Upon motion duly made by Mr. Toles, seconded by Mr. Giuliano, and carried unanimously, and upon the recommendation of the Superintendent of Schools, the following leave of absence was approved:

<b>Name</b>	<b>Assignment</b>	<b>School</b>	<b>Dates Paid</b>	<b>Dates Unpaid</b>
Alliegro, Meredythe	Special Education Teacher	OMS	1/5/09-2/6/09	2/9/09-4/27/09

**5.3 Professional Appointment**

Upon motion duly made by Mr. Toles, seconded by Mr. Giuliano, and carried unanimously, and upon the recommendation of the Superintendent of Schools, the following professional appointment in accordance with the schedule attached to the official minutes of September 17, 2008 was approved.

<b>Regular Substitute</b>		
<b>Name</b>	<b>School</b>	<b>Assignment</b>
Gellatly, Kirsten	WDPS	Elementary Teacher

**5.4 Civil Service Appointments**

Upon motion duly made by Mr. Toles, seconded by Mr. Giuliano, 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 September 17, 2008 were approved.

<b>Probationary</b>		
<b>Name</b>	<b>School</b>	<b>Assignment</b>
Jenkins, Mary	TJL	Food Service Worker
*Jones, William	HHS	Guard
Muldowney, Candace	HHS	Part-time Clerk Typist

\*Emergency Conditional

**5.5 Permanent Appointment-Civil Service**

Upon motion duly made by Mr. Toles, seconded by Mr. Giuliano, and carried unanimously, and upon the recommendation of the Superintendent of Schools, the following civil service employee received permanent appointment.

<b>Permanent Appointment</b>			
<b>Name</b>	<b>School</b>	<b>Assignment</b>	<b>Effective Date</b>
Dwyer, Jacqueline	OMS	School Teacher Aide	10/1/08

**5.6 Substitute List Addendum 2008-2009**

Upon motion duly made by Mr. Toles, seconded by Mr. Giuliano, and carried unanimously, and upon the recommendation of the Superintendent of Schools, the substitute list addendum as attached to the official minutes of September 17, 2008 was approved.

**5.7 Extension of Emergency Conditional Appointments**

Upon motion duly made by Mr. Toles, seconded by Mr. Giuliano, 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.

<b>Emergency Conditional</b>		
<b>Name</b>	<b>Assignment</b>	<b>School</b>
Schanker, Blaire	Substitute Teaching Assistant	WDPS
Socci, Elizabeth	Substitute Clerical, Teaching Assistant and School Teacher Aide	District

**5.8 Certified Home Instructors List Addendum 2008-2009**

Upon motion duly made by Mr. Toles, seconded by Mr. Giuliano, and carried unanimously, and upon the recommendation of the Superintendent of Schools, the certified teachers named in the attachments to the official minutes of September 17, 2008 were appointed as home instructors for the 2008-2009 school year.

**5.9 Extracompensation Appointment Schedule 2008-2009**

Upon motion duly made by Mr. Toles, seconded by Mr. Giuliano, 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 September 17, 2008 were approved.

**5.10 Cross Contract with Eastern Suffolk BOCES and the Harborfields Central School District**

Upon motion duly made by Mr. Toles, seconded by Mr. Giuliano, and carried unanimously, and upon the recommendation of the Superintendent of Schools, the cross contract with Eastern Suffolk BOCES and the Harborfields Central School District for the operation of an Employee Assistance Program for the period of October 1, 2008 through June 30, 2009 as attached to the agenda of September 17, 2008 was approved.

**5.11 New Teacher Mentor Program for 2008-2009 School Year**

Upon motion duly made by Mr. Toles, seconded by Mr. Giuliano, and carried unanimously, and upon the recommendation of the Superintendent of Schools, the



following staff member was approved for participation in the New Teacher Mentor Program for the 2008-2009 school year for a stipend of \$39.20 per hour for a maximum of 45 hours.

- Pennisi, Jennifer

#### **5.12 District Staff Member to Attend Conference**

Upon motion duly made by Mr. Toles, seconded by Mr. Giuliano, and carried unanimously, and upon the recommendation of the Superintendent of Schools, the Board of Education members, district clerk, and the district office administrators were authorized to attend the following conferences and be reimbursed for expenses in accordance with policy file 2521.

- N-SSBA Annual Resolutions Dinner, Fox Hollow, Woodbury, New York, September 23, 2008

#### **5.13 Abolishment and Establishment of Positions**

Upon motion duly made by Mr. Toles, seconded by Mr. Giuliano, and carried unanimously, and upon the recommendation of the Superintendent of Schools, that the Board of Education hereby abolished four (4) part-time (two hours per day) 10-month civil service positions of School Teacher Aide effective September 17, 2008, said positions being currently vacant and formerly established for the purpose of high school locker room supervision; and

It was further resolved, upon the recommendation of the Interim Superintendent of Schools that the Board of Education hereby created one part-time (six hours per day) 10-month civil service position of Security Guard to be assigned to the high school, effective September 18, 2008.

#### **5.14 Salary Schedules for Non-Unit Personnel Including Central Office Administrators**

Upon motion duly made by Mr. Toles, seconded by Mr. Giuliano, and carried unanimously, and upon the recommendation of the Superintendent of Schools, the salary schedule for non-unit personnel including central office administrators was approved in accordance with the attachment to the official minutes of September 17, 2008.

#### **5.15 Separation Payment for Unused Leave Accruals**

Upon motion duly made by Mr. Toles, seconded by Mr. Giuliano, and carried unanimously, the following resolution was approved:

Whereas, the district's Corrective Action Plan pursuant to the New York State Comptroller's audit of 2007 requires that the Board of Education approve separation payments for unused leave accruals for all individuals separating from the district; and,

Whereas, the administration has prepared notice or notices of separation payments for retirees and/or individuals resigning or otherwise separating from district service in accordance with existing collective bargaining agreements, employment agreements and/or Board policy and has included such notice or notices herein as agenda enclosures; and

Whereas, the notice of separation payment agenda enclosure(s) have/has been reviewed and approved by district counsel as consistent with existing collective bargaining agreements, employment agreements and/or Board of Education policies;

Be it resolved, upon the recommendation of the Superintendent of Schools, that the Board of Education authorized said separation payments as described in the notice of separation payment attached to the official minutes of September 17, 2008.

#### **5.16 Decrease in Hours**

Upon motion duly made by Mr. Toles, seconded by Mr. Giuliano, and carried unanimously, and upon the recommendation of the Superintendent of Schools, the following teaching assistants at TJL were granted a decrease in hours:

- Carlstrom, Stephanie from 5.75 to 5.25 hours per day effective 9/3/08
- Boylan, Bonnie from 5.75 to 5.25 hours per day effective 9/8/08
- Girard, Carolyn, from 5.75 to 5.25 hours per day effective 9/3/08
- Smalley, Jodi from 6.25 to 6.0 hours per day effective 9/5/08

#### **5.17 Professional Appointment Revised**

Upon motion duly made by Mr. Schoer, seconded by Mr. Mastroianni, and carried unanimously, this resolution was tabled to executive session.

Be it resolved, the Board of Education hereby rescinds the resolutions adopted by the Board on July 9, 2008 and July 24, 2008, regarding the employment of Jack Colombo; and

Be it further resolved, that the Board of Education, upon the recommendation of the Interim Superintendent of Schools, hereby employs Jack Colombo as Interim Assistant Director of Pupil Personnel Services, on a contract basis waiving all rights to a probationary appointment in a tenure track position, effective July 1, 2008 through June 30, 2009, at the per diem rate of \$675.00, in accordance with the provisions of Section 211 of the New York State Retirement and Social Security Law; and

Be it further resolved, that the Board President is hereby authorized to execute a contract in lieu of probation with Mr. Colombo.

#### **5.18 Stipulation of Settlement**

Upon motion duly made by Mr. Schoer, seconded by Mr. Mastroianni, and carried unanimously, this resolution was tabled to executive session.

Be it resolved, upon the recommendation of the Superintendent of Schools, that the Board hereby authorizes its President to enter into a Stipulation of Settlement with Employee No. 598, as presented to the Board at its meeting on September 17, 2008. A copy of said agreement shall be incorporated by reference within the minutes of this meeting.

### **INSTRUCTION RESOLUTIONS**

#### **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 Mrs. Boba, and carried unanimously, and upon the recommendation of the Superintendent of Schools, all resolutions in the area of Instruction on the agenda of the September 17, 2008 Board of Education meeting were approved by consent.

#### **6.1 Overnight Field Trip**

Upon motion duly made by Mr. Giuliano, seconded by Mrs. Boba, and carried unanimously, and upon the recommendation of the Superintendent of Schools, the overnight field trip listed below was approved.

- The Harborfields High School boys' cross country team to participate in the Brown Cross Country Invitational from October 17-18, 2008

#### **6.2 Review of IEP Recommendations and Authorization for Placement and Services**

Upon motion duly made by Mr. Giuliano, seconded by Mrs. Boba, and carried unanimously, and upon the recommendation of the Superintendent of Schools, review by the Board of Education of the IEP recommendations of the August 14, 2008 and August 20, 2008 meetings of the Committee on Special Education, the August 5, 2008, September 2, 2008, September 3, 2008 and September 4, 2008 meetings of the Subcommittee on Special Education, authorization was granted to provide for the placement and services contained in the recommendations of the CSE, and SCSE.

### **PUBLIC PARTICIPATION**

A resident advised the Board that there was an error in resolution 6.1 stating that it was also the girls' cross country team.

#### **6.1 Overnight Field Trip**

Upon motion duly made by Mr. Schoer, seconded by Mr. Toles, and carried unanimously, this resolution was rescinded as previously voted upon.

Upon motion duly made by Mr. Schoer, seconded by Mrs. Boba, and carried unanimously, and upon the recommendation of the Superintendent of Schools, the overnight field trip, as corrected, listed below was approved.

- The Harborfields High School boys' and girls' cross country team to participate in the Brown Cross Country Invitational from October 17-18, 2008

### **EXECUTIVE SESSION**

Upon motion duly made by Mr. Schoer, seconded by Mr. Toles, and carried unanimously, the Board moved to Executive Session at 8:30 p.m. for the purpose of litigation and employment history of a particular individual.

David Shaw, Esq. joined the meeting at this time.

Upon motion duly made by Mr. Toles, seconded by Mr. Giuliano, and carried unanimously, the Board returned to the public meeting at 9:55 p.m.

#### **5.17 Professional Appointment Revised**

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

Be it resolved, the Board of Education hereby rescinds the resolutions adopted by the Board on July 9, 2008 and July 24, 2008, regarding the employment of Jack Colombo; and

It was further resolved, that the Board of Education, upon the recommendation of the Superintendent of Schools, hereby employs Jack Colombo as Interim Assistant Director of Pupil Personnel Services, on a contract basis waiving all rights to a probationary appointment in a tenure track position, effective July 1, 2008 through June 30, 2009, at the per diem rate of \$675.00, in accordance with the provisions of Section 211 of the New York State Retirement and Social Security Law; and

It was further resolved, that the Board President is hereby authorized to execute a contract in lieu of probation with Mr. Colombo.

#### **5.18 Stipulation of Settlement**

Upon motion duly made by Mr. Schoer, seconded by Mr. Giuliano, and carried unanimously, the following resolution was approved by the Board of Education:

Be it resolved, upon the recommendation of the Superintendent of Schools, that the Board hereby authorized its President to enter into a Stipulation of Settlement with Employee No. 598, as presented to the Board at its meeting on September 17, 2008. A

copy of said agreement shall be incorporated by reference within the minutes of this meeting.

**ADJOURNMENT**

Upon motion duly made by Mr. Schoer, seconded by Mr. Giuliano, and carried unanimously, the Board adjourned the regular meeting of September 17, 2008 at 9:59 p.m.

Respectfully submitted,

Barbara Muller  
District Clerk