

HARBORFIELDS CENTRAL SCHOOL DISTRICT
GREENLAWN, NEW YORK

BOARD OF EDUCATION
REGULAR MEETING PUBLIC AGENDA

September 17, 2008

MEETING CALLED TO ORDER/PLEDGE OF ALLEGIANCE

BOARD RECOGNITION PROGRAM

- **Tom Gellert**, Director of Music and Art, for receiving the 2008 Distinguished Music Award from the New York State School Music Association.

PUBLIC PARTICIPATION

Residents are invited to address the Board of Education with comments or concerns regarding action items on the agenda.

SUPERINTENDENT'S REPORTS

- 2.1** Student Representative's Report
Meaghan O'Hare
- 2.2** Superintendent's Report
Frank J. Carasiti, Interim Superintendent of Schools
- 2.3** Fund Balance Report and Discussion.....Pages 10-12
William H. Nimmo, Assistant Superintendent for Business

BOARD OF EDUCATION MINUTES.....Pages 13-33

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

Motion:_____ **Second:**_____ **Action:**_____

FINANCE RESOLUTIONS

Call for removal of resolutions from the FINANCE consent agenda
Consent Agenda - Finance

Be it resolved, upon the recommendation of the Superintendent of Schools, all resolutions in the area of Finance on the agenda of the September 17, 2008 Board of Education meeting be approved by consent.

Motion:_____ **Second:**_____ **Action:**_____

4.1 Treasurer's Report Pages 34-35

Be it resolved, upon the recommendation of the Superintendent of Schools, the Treasurer's Report for August 2008 be approved.

4.2 Schedules of BillsPages 36-54

Be it resolved, upon the recommendation of the Superintendent of Schools, the schedules of bills attached to the agenda of September 17, 2008 be accepted.

4.3 Budgetary Transfer of Funds.....Pages 55

Be it resolved, upon the recommendation of the Superintendent of Schools, the budgetary transfer of funds as listed in the attachments to the agenda of September 17, 2008 be approved.

4.4 Gifts and Increase in Appropriations..... Pages 56-64

Be it resolved, upon the recommendation of the Superintendent of Schools, the following gifts be accepted:

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

Be it 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.

4.5 Surplus Library Books.....Pages 65-78

Be it resolved, upon the recommendation of the Superintendent of Schools, the surplus library books at Harborfields High School, as listed in the attachments to the agenda of September 17, 2008, be declared surplus and disposed of accordingly.

4.6 Change Order..... Pages 79-83

Be it resolved, upon the recommendation of the Superintendent of Schools, the change order as listed below and attached to the agenda of September 17, 2008 be 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 DistrictPages 84-85 (Reports enclosed)

Be it resolved, upon the recommendation of the Superintendent of Schools, that the Board of Education accepts 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

4.8 Establishment of Tax Levy for the 2008-2009 School Year Pages 86-90

Resolved , that the General Fund Budget Appropriations for 2008-2009 be set as follows:	\$68,653,824
And be it further resolved , 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. Fund Balance to be applied:	\$1,600,000
And be it further resolved , that the estimate of state aid for 2008-2009 is as follows. Estimated State Aid for 2008-2009:	\$14,553,222
And be it further resolved , that the estimate of revenue from all other sources is as follows. Estimated Miscellaneous Revenue:	\$1,585,000
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:	\$50,915,602
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:	\$4,255,040

ESTIMATED TAX RATES		
	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.....Binder enclosed

HUMAN RESOURCES RESOLUTIONS

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

Consent Agenda – Human Resources

Be it resolved, upon the recommendation of the Superintendent of Schools, all resolutions in the area of Human Resources on the agenda of the September 17, 2008 Board of Education meeting be approved by consent.

Motion: _____ **Second:** _____ **Action:** _____

5.1 Resignations.....Pages 91-96

Be it resolved, that upon the recommendation of the Superintendent of Schools, the following resignations be 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..... Page 97

Be it resolved, upon the recommendation of the Superintendent of Schools, the following leave of absence be approved:

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

5.3 Professional Appointment..... Pages 98-100

Be it resolved, upon the recommendation of the Superintendent of Schools, the following professional appointment in accordance with the schedule attached to the agenda of September 17, 2008 be approved.

Regular Substitute		
Name	School	Assignment
Gellatly, Kirsten	WDPS	Elementary Teacher

5.4 Civil Service Appointments.....Pages 101-107

Be it resolved, upon the recommendation of the Superintendent of Schools, the following civil service appointments in accordance with the schedule attached to the agenda of September 17, 2008 be approved.

Probationary		
Name	School	Assignment
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

Be it resolved, upon the recommendation of the Superintendent of Schools, the following civil service employee receives permanent appointment.

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

5.6 Substitute List Addendum 2008-2009..... Pages 108-109

Be it resolved, upon the recommendation of the Superintendent of Schools, the substitute list addendum as attached to the agenda of September 17, 2008 be approved.

5.7 Extension of Emergency Conditional Appointments

Be it resolved, upon the recommendation of the Superintendent of Schools, the following employees be granted an extension of emergency conditional appointment status pending clearance from the New York State Education Department.

Emergency Conditional		
Name	Assignment	School
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.....Page 110

Be it resolved, upon the recommendation of the Superintendent of Schools, the certified teachers named in the attachments to the agenda of September 17, 2008 be appointed as home instructors for the 2008-2009 school year.

5.9 Extracompensation Appointment Schedule 2008-2009 Pages 111-112

Be it resolved, upon the recommendation of the Superintendent of Schools, the appointees specified on the Extracompensation Appointment Schedule attached to the agenda of September 17, 2008 be approved.

5.10 Cross Contract with Eastern Suffolk BOCES and the Harborfields Central School DistrictPages 113-117

Be it resolved, 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 be approved.

5.11 New Teacher Mentor Program for 2008-2009 School Year

Be it resolved, upon the recommendation of the Superintendent of Schools, the following staff members be 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

Be it resolved, that upon the recommendation of the Superintendent of Schools, the Board of Education members, district clerk, and the district office administrators be 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.....Page 118

Be it resolved, upon the recommendation of the Interim Superintendent of Schools, that the Board of Education hereby abolishes 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

Be it further resolved, upon the recommendation of the Interim Superintendent of Schools that the Board of Education hereby creates 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.....Page 119

Be it resolved, upon the recommendation of the Superintendent of Schools, the salary schedule for non-unit personnel including central office administrators be approved in accordance with the attachment to the agenda of September 17, 2008.

5.15 Separation Payment for Unused Leave Accruals.....Pages 120-121

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 authorizes said separation payments as described in the notice of separation payment agenda enclosures.

5.16 Decrease in Hours.....Enclosure 5.4

Be it resolved, upon the recommendation of the Superintendent of Schools, the following teaching assistants at TJL be 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

INSTRUCTION RESOLUTIONS

Call for removal of resolutions from the INSTRUCTION consent agenda

Consent Agenda - Instruction

Be it resolved, 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 be approved by consent.

Motion: _____ **Second:** _____ **Action:** _____

6.1 Overnight Field Trip.....Page 122

Be it resolved, upon the recommendation of the Superintendent of Schools, the overnight field trip listed below be 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 Pages 123-126

Be it resolved, that 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 be granted to provide for the placement and services contained in the recommendations of the CSE, and SCSE.

BOARD OF EDUCATION ACTIVITIES None

ITEMS FOR DISCUSSION None

PUBLIC PARTICIPATION

EXECUTIVE SESSION

ADJOURNMENT