

APPROVED MINUTES

HARBORFIELDS CENTRAL SCHOOL DISTRICT GREENLAWN, NEW YORK 11740

Kind of Meeting	-	Regular Meeting
Place of Meeting	-	OMS Board Room
Date of Meeting	-	September 26, 2011
Board Members Present	-	Mr. Giuliano, Mrs. Boba, Mr. Banks, Mr. Mastroianni, Dr. McDonagh, Mr. Schoer, Mr. Toles
Board Members Absent	-	None
Others Present	-	Ms. Todaro, Mr. Nimmo, Ms. Muller, Ms. Tuzzi, Ms. Kelly, Community Members

Mrs. Boba called the meeting to order at 6:15 p.m.

EXECUTIVE SESSION

Upon motion duly made by Mr. Schoer, seconded by Mr. Mastroianni, and carried (5-0), the Board, district office administrators, and district clerk moved to Executive Session at 6:16 p.m. for the purpose of discussing a legal agreement, non-unit contracts, employment history of a particular individual, and a staffing issue.

Dr. McDonagh entered the meeting at 6:55 p.m.

The Board reconvened the public meeting at 7:46 p.m. Mrs. Boba led the audience in the Pledge of Allegiance and instructed those in attendance where to exit the building in case of an emergency. She also instructed that all cell phones and beepers be silenced during the meeting.

PUBLIC PARTICIPATION

There was no public participation at this time.

SUPERINTENDENT'S REPORTS

Ms. Todaro read a statement regarding the passing of our Superintendent, Mr. Frank Carasiti, stating that he healed our district during a time when the district was in crisis, and that he cared about the students, employees, and the residents of this district.

Ms. Todaro requested a moment of silence in memory of Mr. Carasiti.

Board members made statements in remembrance of Mr. Carasiti stating that he was a good friend, had great leadership skills and led by honesty and integrity. A board member stated that Mr. Carasiti was "my hero" and that it was difficult to say goodbye to someone that he admired. Another Board member continued that when Mr. Carasiti arrived in Harborfields he smoothed the waters and they were very rough waters. He made Harborfields a better place. Hopefully, we will continue to have leadership like his. Another Board member stated she was lucky enough to be with him every day at

the nursing home. She continued that I looked at him as my own father. He was a great all around man. I was happy to be part of his life. We will all miss him.

Mrs. Boba thanked Ms. Todaro for all her hard work during the illness of Mr. Carasiti and for keeping the district going over the last few months.

Student Representative's Report

Bridget Greene, student representative from HHS, was not present at this meeting due to her attendance at the Tri-M Music Society Induction.

Superintendent's Report

Ms. Todaro advised the Board that Oldfield Middle School was recognized by the U.S. Department of Education as a 2011 National Blue Ribbon School based on their overall academic excellence. The Department will honor the entire 255 public and 49 private schools with their National Blue Ribbon School award at a conference and awards ceremony November 14-15, 2011 in Washington, D.C., and Ms. Giordano will attend this awards ceremony.

Ms. Todaro reported:

- Back to School Nights were successful and several Board members attended.
- Homecoming was a wonderful event and Harborfields won their first game.
- on the Superintendent's meeting she attended at Western Suffolk BOCES and the discussion on the Budget and New Tax Cap. Information will be posted on the district's website.

Overview of Differentiated Instruction

Ms. Todaro introduced Georgette Bowling who gave a PowerPoint presentation on Differentiated Instruction. Ms. Bowling stated that Differentiated Instruction is a variety of classroom practices that allows for differences in students' learning styles, interests, prior knowledge, socialization needs and comfort zones. A complete copy of the presentation is available in the Curriculum Office.

BOARD OF EDUCATION MINUTES

The Board of Education accepted the following minutes:

- Regular Meeting – August 24, 2011
- Special Meeting – September 1, 2011
- Special Meeting – September 7, 2011

FINANCE

4.1 Treasurer's Report

Upon motion duly made by Mr. Schoer, seconded by Mr. Toles, and carried (6-0), and upon the recommendation of the Acting Superintendent of Schools, the Treasurer's Report for August 2011 was approved.

4.2 Financial Status Report

Upon motion duly made by Dr. McDonagh, seconded by Mr. Mastroianni, and carried (6-0), and upon the recommendation of the Acting Superintendent of Schools, the Financial Status Report for July 2011 was accepted.

4.3 Schedules of Bills

Upon motion duly made by Mr. Schoer, seconded by Mr. Mastroianni, and carried (6-0), and upon the recommendation of the Acting Superintendent of Schools, the schedules of bills attached to the agenda of September 26, 2011 were accepted.

4.4 Budgetary Transfer of Funds

Upon motion duly made by Mr. Mastroianni, seconded by Mr. Banks, and carried (6-0), and upon the recommendation of the Acting Superintendent of Schools, the budgetary transfer of funds as attached to the official minutes of September 26, 2011 were approved.

4.5 School Service/Specialized Education Agreements

Upon motion duly made by Dr. McDonagh, seconded by Mr. Toles, and carried (6-0), and upon the recommendation of the Acting 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.

- **National Center for Disability Services d/b/a/ Kornreich Technology Center** to provide professional services and staff to perform Assistive Technology (AT) evaluations, written recommendations, post-evaluation meetings, consumer training and technical support for children with disabilities in accordance with the Individualized Education Programs (IEPs) for the period of July 1, 2011 through June 30, 2012. The rates are in accordance with the schedule set forth in the agreement.
- **O'Connell, Selig & Associates, LLP** to provide professional staff and services to perform occupational therapy, physical therapy and speech therapy for children with disabilities in accordance with the Individualized

Education Programs (IEPs) for the period of July 1, 2011 through June 30, 2012 and compensated in accordance with the schedule set forth in said agreement.

- **Stony Brook Children's Service, The Cody Center** to provide autism school consultation for children with disabilities in accordance with the Individualized Education Programs (IEPs) for the period of July 1, 2011 through June 30, 2012 and compensated in accordance with the schedule set forth in said agreement.

4.6 Gift/Grant and Increase in Appropriations

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

1. Gift from SEPTA (\$355.80) to be used under the guidance and direction of Florence Tuzzi, Principal, TJL for the purpose of purchasing instructional supplies for the Enrichment Program
2. Grant from Northrop Grumman (\$200.00) to be used under the guidance and direction of Thomas Gellert, Director of Music and Art

Further, that upon the recommendation of the Acting Superintendent of Schools, pursuant to the anticipated receipt of the gift and grant to reimburse our expenses, appropriations for 2011-2012 was increased as follows:

1. A2130.4800.42.2130.....\$ 355.80
2. A2112.5130.34.2400.....\$ 200.00

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 Gift

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

1. \$1,950.00 for the James T. Brennan Scholarship Fund

4.8 Western Suffolk BOCES 2010-2011 AS-7 Service Contract

Upon motion duly made by Mr. Toles, seconded by Mr. Banks, and carried (6-0), and upon the recommendation of the Acting Superintendent of Schools, the amended AS-7 service contract between Western Suffolk BOCES and the Harborfields Central School District for the 2010-2011 school year as attached to the agenda of September 26, 2011 was approved.

Further, the President of the Board of Education was authorized to execute the agreement on behalf of the Harborfields Central School District.

4.9 MSG Varsity Agreement

Upon motion duly made by Mr. Mastroianni, seconded by Mr. Schoer, and carried (6-0), this item was tabled at this time.

HUMAN RESOURCES

5.1 Resignations

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

- Cooperman, Jeffrey, Teaching Assistant, OMS, effective close of business September 6, 2011
- Guzman, Janet, Teaching Assistant, WDPS, effective close of business August 31, 2011
- Kurtzman, Sean, Teaching Assistant, HHS, effective close of business September 2, 2011

5.2 Leave of Absence

Upon motion duly made by Dr. McDonagh, seconded by Mr. Banks, and carried (6-0), and upon the recommendation of the Acting Superintendent of Schools, the following leave of absence was approved:

Revision of Leave of Absence Dates				
Name	Assignment	School	Original Dates	Revised Dates
Gutheil, Emily	Elementary Teacher	WDPS	Paid: 10/4/11-1/3/12 Unpaid: 1/3/12-1/31/12	Paid: 9/26/11-12/16/11 Unpaid: 12/17/11-1/31/12

5.3 Professional Appointments

Upon motion duly made by Mr. Schoer, seconded by Mr. Toles, and carried (6-0), and upon the recommendation of the Acting Superintendent of Schools, the following professional appointments in accordance with the schedule attached to the official minutes of September 26, 2011 were approved.

Part-time Hourly		
<i>for the maximum period through June 30, 2012 to serve at the pleasure of the Board</i>		
Name	School	Assignment
Dono, Joseph	District	School Psychologist
Greene, Barry	District	School Psychologist
Egger, Matthew	HHS	Teaching Assistant

5.4 Civil Service Appointment

Upon motion duly made by Mr. Schoer, seconded by Mr. Banks, and carried (6-0) and upon the recommendation of the Acting Superintendent of Schools, the following civil service appointment, in accordance with the schedule attached to the official minutes of September 26, 2011 was approved.

Probationary Part-time		
Name	School	Assignment
Kazic, Tracy	OMS	Food Service Worker (10 months)

5.5 Changes in Status

Upon motion duly made by Dr. McDonagh, seconded by Mr. Toles, and carried (6-0), and upon the recommendation of the Acting Superintendent of Schools, the following changes in status in accordance with the schedule attached to the official minutes of September 26, 2011 were approved:

Name	Assignment	School	Type of Appointment	Effective Dates
Kaufman, Marielle	Teaching Assistant	TJL	From: .6 hours To: TA Substitute	From: 9/7/11 To: 6/30/12
Marotta, Donna	Special Education Teacher	HHS	From: .5 FTE To: .7 FTE	From: 9/1/11 To: 6/30/12
Stebbins, Kim	Speech Teacher	HHS/ OMS	From: .5 FTE To: 1.0 FTE	From: 9/14/11 To: 9/13/14

5.6 Increase in Hours

Upon motion duly made by Mr. Schoer, seconded by Mr. Banks, and carried (6-0), and upon the recommendation of the Acting Superintendent of Schools, the following personnel was granted an increase in hours:

Name	Assignment	School	Type of Appointment	Effective Date
Zagaja, Sarah	Teaching Assistant	OMS	From: 4.5 hours To: 5.0 hours	9/1/11

5.7 Substitute List Addendum 2011-2012

Upon motion duly made by Mr. Toles, seconded by Mr. Banks, and carried (6-0), and upon the recommendation of the Acting Superintendent of Schools, the substitute list addendum as attached to the official minutes of September 26, 2011 was approved for the maximum period through June 30, 2012 to serve at the pleasure of the Board.

5.8 Extracompensation Appointment Schedule 2011-2012

Upon motion duly made by Mr. Mastroianni, seconded by Mr. Schoer, and carried (6-0), and upon the recommendation of the Acting Superintendent of Schools, the appointees specified on the Extracompensation Appointment Schedule attached to the official minutes of September 26, 2011 were approved.

5.9 Non-unit Central Office Administrator Contracts

Upon motion duly made by Mr. Schoer, seconded by Dr. McDonagh, and carried (6-0), this item was tabled at this time.

5.10 Separation Payment (REVISED)

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 payment for unused sick and vacation accruals for the individual separating from the district; and,

Whereas the administration has prepared calculations for retirees and/or individuals separating from district service in accordance with existing collective bargaining agreements and/or Board of Education policy as per the separation payment agenda enclosures; and,

Whereas the separation payment agenda enclosures and collective bargaining agreements and/or Board of Education Policies have been reviewed by district counsel; and,

Upon motion duly made by Mr. Toles, seconded by Mr. Schoer, and carried (6-0), and upon the recommendation of the Acting Superintendent of Schools, the Board of Education authorized said separation payment as described in the separation payment attached to the official minutes of September 26, 2011.

- Gass, Linda, Principal Account Clerk/Purchasing Agent, Business Office

INSTRUCTION

6.1 Review of IEP Recommendations and Authorization for Placement and Services

Upon motion duly made by Mr. Toles, seconded by Mr. Mastroianni, and carried (6-0), and upon the recommendation of the Acting Superintendent of Schools, after review by the Board of Education of the IEP recommendations that authorization was granted to provide for the placement and services contained in the following recommendations of the Committee on Special Education.

- **Committee on Special Education** meetings dated September 8, 2011 and September 14, 2011

6.2 Internship

Upon motion duly made by Mr. Schoer, seconded by Mr. Banks, and carried (6-0), and upon the recommendation of the Acting Superintendent of Schools, the following graduate student from Long Island University, C.W. Post was provided a non-paid 460-hour social worker internship commencing September 2011.

- Baxter, Lauren Marie assigned to the Special Education Department

6.3 Adoption of Revised Board of Education Policies

Upon motion duly made by Mr. Toles, seconded by Mr. Schoer, and carried (6-0), and upon the recommendation of the Acting Superintendent of Schools, the following revised policies as attached to the agenda of September 26, 2011 were adopted as amended.

- **File 2000:** Board Operational Goals* (amended)
- **File 2100:** School Board Legal Status
- **File 2110:** School Board Powers and Duties
- **File 2110R:** School Board Powers and Duties Regulation
- **File 2110.1** School Board Access to Personnel Records
- **File 2111:** Board Member Authority
- **File 2111-E:** School Board Member Code of Conduct Exhibit
- **File 2111.1:** Board Member School Visits
- **File 2120:** School Board Elections
- **File 2120.1:** Candidates and Campaigning
- **File 2120.2:** Voting Procedures
- **File 2120.2R:** Voting Procedures Regulation
- **File 2121:** Board Member Qualifications
- **File 2122:** Board Member Oath of Office
- **File 2130:** Board Member Resignation
- **File 2140:** Board Member Removal From Office

- **File 2150:** Unexpired Term Fulfillment
- **File 2160:** School District Officer and Employee Code of Ethics
- **File 2170:** Board Member Conflict of Interest
- **File 2210:** Board Reorganizational Meeting
- **File 2220:** Board Officers
- **File 2230:** Appointed Board Officials
- **File 2240:** Board-Superintendent Relationship (REMOVED)
- **File 2250:** Board Committees
- **File 2260:** Citizens Advisory Committees
- **File 2265:** Shared Decision-Making and School-Based Planning
- **File 2265.2** Student Involvement in Decision-Making
- **File 2270:** School Attorney
- **File 2310:** Regular Meetings
- **File 2320:** Special Meetings
- **File 2330:** Executive Sessions
- **File 2340:** Notice of Meetings
- **File 2341.1** Consent Agenda
- **File 2342:** Agenda Preparation and Dissemination
- **File 2350:** Board Meeting Procedures
- **File 2351:** Quorum
- **File 2352:** Rules of Order
- **File 2353:** Voting Method
- **File 2360:** Minutes
- **File 2382:** Broadcasting and Taping of Board Meetings
- **File 2390:** Board Hearings
- **File 2410:** Formulation, Adoption, and Amendments of Policies
- **File 2440:** Administration in Policy Absence
- **File 2450:** Policy Dissemination
- **File 2450-E:** Policy Dissemination Exhibit
- **File 2460:** Policy Review and Evaluation
- **File 2510:** New Board Member Orientation
- **File 2520:** Board Member Training
- **File 2521:** School Board Conferences, Conventions, Workshops
- **File 2530:** Membership in School Boards Associations
- **File 2550:** Board Member Compensation and Expenses
- **File 2700:** Board-Staff Communications
- **File 3000:** Administrative Goals
- **File 3100:** Superintendent of Schools
- **File 3120:** Duties of the Superintendent
- **File 3130:** Superintendent's Contract (REMOVED)
- **File 3160:** Evaluation of Superintendent (REMOVED)
- **File 3220:** Administrative Councils, Cabinets and Committees (REMOVED)
- **File 3240:** Line and Staff Relations
- **File 3240-E:** Organization Chart

- **File 3250:** School Building Administration
- **File 3300:** Policy Implementation (REMOVED)
- **File 3310:** Development of Regulations (REMOVED)
- **File 3400:** Administrative Reports (REMOVED)
- **File 6230** Federal Funds
- **File 9510.5** Support Staff Salary Schedules/Employee Benefit Program

ITEMS FOR DISCUSSION

Mr. Giuliano entered the meeting at 8:51 p.m.

Facility Usage Fee Review Update

The Board stated that they needed more information on this item. Dr. McDonagh asked if the goal here is to make money, balance our budget, or offset custodial costs. Mr. Toles suggested that we get information from surrounding districts regarding facility usage. A board member suggested that we get together with groups and get some feedback. Ms. Todaro stated that she and Mr. Nimmo will schedule a meeting with school-community organizations to address this topic.

MSG Varsity Agreement

Ms. Todaro advised the Board that MSG Varsity presented the district with a new agreement which reduced services previously awarded to the district. The \$3,000 grant for the advisor was reduced to \$2,000 as well as a reduction in the scholarship grant. Ms. Todaro advised the Board that administration will explore other venues this year. She continued that it is her recommendation to go forward with MSG Varsity for the upcoming school year.

4.9 MSG Varsity Agreement

Upon motion duly made by Mr. Schoer, seconded by Mr. Mastroianni, and carried unanimously, and upon the recommendation of the Acting Superintendent of Schools, the renewal contract between MSG Varsity Network, LLC., and the Harborfields Central School District for the 2011-2012 school year as attached to the agenda of September 26, 2011 was approved.

Further, that the President of the Board of Education was authorized to execute the agreement on behalf of the Harborfields Central School District.

Mrs. Boba left the meeting at 9:23 p.m.

NYSSBA-2011 Proposed Resolutions and Voting Delegate's Guide for Annual Business Meeting

The Board discussed the Proposed Resolutions to be voted on at the NYSSBA Annual Conference to be held October 27-30, 2011.

Fund Balance

Mr. Nimmo stated that we lost approximately \$180,000 of our assessed value. To maintain the tax rate projection we communicated to the community in May, we will need to increase the budgeted fund balance by \$175,000 to offset the reduction in assessed value.

PUBLIC PARTICIPATION

A resident asked for a copy of the NYSSBA Resolutions Booklet. Ms. Muller gave the resident her copy.

BOARD OF EDUCATION ACTIVITIES

Mr. Mastroianni spoke about the Jim Brennan Scholarship and thanked Gary for all the hard work in putting this event together. He continued that perhaps we should change the venue or make it a different time.

Mr. Mastroianni stated that he attended the Meet the Teacher Night at WDPS and spoke about the passing of Mr. Carasiti and about Ms. Todaro being appointed as Acting Superintendent.

Dr. McDonagh asked about the Leadership Curriculum, the process for student selection and process for grading students. Dr. Bennardo will attend the December Board meeting and provide an overview of the progress of this course.

Mr. Schoer asked about the activities of September 11 and what the teachers did as a teachable moment. Ms. Todaro advised that sample lessons will be compiled detailing these activities.

EXECUTIVE SESSION

Upon motion duly made by Mr. Mastroianni, seconded by Mr. Toles, and carried (6-0), the Board moved to Executive Session at 9:48 p.m. for the purpose of discussing the employment history of a particular individual.

The Board reconvened the public meeting at 10:27 p.m.

5.10 Non-unit Central Office Administrator Contracts

Upon motion duly made by Mr. Schoer, seconded by Mr. Mastroianni, and carried (6-0), and upon the recommendation of the Acting Superintendent of Schools, the employment agreements for the following central office administrators were accepted for the 2011-2012 school year as amended removing Ms. Todaro's contract.

- Dr. Howard M. Koenig, Assistant Superintendent for Human Resources
- William H. Nimmo, Assistant Superintendent for Business

ADJOURNMENT

Upon motion duly made by Mr. Schoer, seconded by Mr. Banks, and carried (6-0), the Board adjourned the regular meeting of September 26, 2011 at 10:29 p.m.

Respectfully submitted,

Barbara Muller
District Clerk