

APPROVED MINUTES

HARBORFIELDS CENTRAL SCHOOL DISTRICT GREENLAWN, NEW YORK 11740

Kind of Meeting	-	Regular Meeting
Place of Meeting	-	TJL Multi-Purpose Room
Date of Meeting	-	October 19, 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, Acting Superintendent, Mr. Nimmo, Ms. Muller, John Sheahan, Esq., Community Members

Mr. Giuliano called the meeting to order at 6:10 p.m.

AUDIT REPORT

Jill Sanders of Cullen & Danowski, external auditors for the school district, discussed the district's external audit report for the 2010-2011 school year. Ms. Sanders spoke about the financial statements, federal single audit report, extraclassroom activity funds, and the management letter which contained comments and recommendations for strengthening internal controls and operating efficiency.

Mrs. Boba and Mr. Schoer entered the meeting at 6:35 p.m.

A comprehensive copy of the audit report can be found in the office of the Assistant Superintendent for Business.

John Sheahan, Esq., entered the meeting at 7 p.m. Jill Sanders left the meeting at 7:15 p.m.

EXECUTIVE SESSION

Upon motion duly made by Mr. Banks, seconded by Dr. McDonagh, and carried unanimously, the Board, district office administrators, district clerk, and counsel moved to Executive Session at 7:16 p.m. for the purpose of discussing a particular student issue and a staffing issue.

John Sheahan, Esq. left the meeting at 7:43 p.m.

The Board reconvened the public meeting at 8:20 p.m. Mr. Giuliano led the audience in the Pledge of Allegiance and instructed those in attendance where to exit the building in case of an emergency. He also asked that all cell phones and beepers be silenced during the meeting.

PUBLIC PARTICIPATION

There was no public participation at this time.

ANNOUNCEMENT

Ms. Todaro announced those students who were named by the National Merit Scholarship as a National Merit Commended Scholar and Mr. Giuliano presented these students with a certificate of achievement:

Eric Chalif	Jacquelline D'Anneo	Alec Dauro
Kyle Easop	Zachary Franz	Annalise Grammerstorf
Mi Kyung Kim	Brielle Levenberg	Henry Mason
Hunter McKane	Andrew Moberg	Cory Scarola
Kasey Stolba	Jonathan Wertheim	

The following students were named as semi-finalists in the 2012 National Merit Scholarship Competition:

Cyril Danielkuty	Bridget Greene
Joseph Nolan	Calvin Pomerantz

SUPERINTENDENT'S REPORTS

Student Representative's Report

Bridget Greene, student representative from HHS, gave the following report:

- 134 students were inducted into the National Honor Society
- 14 students have been named as commended scholars by the National Merit Scholarship program
- Four seniors have been named as semi-finalists in the 2012 National Merit Scholarship Competition
- Christopher Gabriel has been recognized by the National Hispanic Recognition program
- 30 new members have been inducted into the Tri-M Music Honor Society
- The HHS Marching Band performed Tuesday evening at the Newsday Marching Band Festival.
- HHS Fall Theatre Products, Lend Me a Tenor, will be held November 4-5, 2011
- HHS Mini-College Day will be held October 26, 2011

Superintendent's Report

Ms. Todaro advised that prior to the meeting, the Board met as the audit committee. The audit report will be posted to the district's website. She further advised that the annual Newsday Marching Band Festival was held at Hofstra. Rachel's Challenge was

another huge success. Mrs. Boba stated that this should be done at least every two years. It is a program well worthwhile.

Claims Auditor's Report

Mrs. Viglucci reported that there have been no problems so far this year with confirming purchase orders.

BOARD OF EDUCATION MINUTES

The Board of Education accepted the following minutes:

- Regular Meeting, September 26, 2011

FINANCE

4.1 Treasurer's Report

Upon motion duly made by Mr. Mastroianni, seconded by Mr. Schoer, and carried unanimously, and upon the recommendation of the Acting Superintendent of Schools, the Treasurer's Report for September 2011 was approved.

4.2 Schedules of Bills

Upon motion duly made by Dr. McDonagh, seconded by Mr. Schoer, and carried unanimously, and upon the recommendation of the Acting Superintendent of Schools, the schedules of bills attached to the agenda of October 19, 2011 were accepted.

4.3 Financial Status Report

Upon motion duly made by Mr. Banks, seconded by Mr. Schoer, and carried unanimously, and upon the recommendation of the Acting Superintendent of Schools, the Financial Status Report for August 2011 was accepted.

4.4 School Service/Specialized Education Agreements

Upon motion duly made by Mr. Toles, seconded by Mr. Mastroianni, and carried unanimously, 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.

- **The Center for Discovery, Inc.** to provide educational services 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 tuition rate established by the Commissioner of Education.

- **Lynda Geller, Ph.D.**, d/b/a Spectrum Services to provide consultant services for children with disabilities in accordance with the Individualized Education Programs (IEP) for the period of July 1, 2011 through June 30, 2012 at the rate of \$200.00 per hour.
- **CJI Consulting** to provide services to the district which include but are not limited to STAC (System Tracking Activity of Children) training in accordance with the Individualized Education Programs (IEPs) of students for the period of July 1, 2011 through June 30, 2012 and compensated at rates set forth in said agreement.

4.5 Private School Placement/Special Education Services Contract

Upon motion duly made by Dr. McDonagh, seconded by Mr. Toles, and carried unanimously, and upon the recommendation of the Acting Superintendent of Schools, the following special education services contract between the Harborfields Central School District "District of Residence" and the school "District of Location" listed below was approved. The "District of Residence" will be billed for special education services for children residing in the Harborfields Central School District and attending nonpublic schools in said school districts in accordance with Education Law Section 3602-c and regulations of the Commissioner of Education.

- **Greenburgh-North Castle UFSD**, 1 student attending a private school within the Greenburgh-North Castle UFSD effective July 1, 2011 through June 30, 2012

4.6 Gifts

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

- Gift from Target's "Take Charge of Education" (\$279.93) to be applied to the Washington Drive Outreach Fund to be used under the guidance and direction of Maureen Kelly, Principal, Washington Drive Primary School
- Four (4) wooden benches for the high school courtyard donated by high school student, Daniel Leary, as part of an Eagle Scout Leadership service project
- Gift from Suffolk Association of School Business Officials (SASBO) (\$500.00) to be applied to the SASBO Scholarship Fund

4.7 Gifts and Increase in Appropriations

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

1. Gift from OMS PTA and SEPTA (\$3,000.00) to be used under the guidance and direction of Joanne Giordano, Principal, OMS for the purpose of purchasing a SMART Board
2. Gift from HHS Art Club (\$121.30) to the HHS Guidance Department to be used to purchase frames for displaying HHS students' art work

Further, upon the recommendation of the Acting Superintendent of Schools, pursuant to the anticipated receipt of the gifts to reimburse our expenses, appropriations for 2011-2012 be increased as follows:

1. A2360.2000.42.2360.....\$ 3,000.00
2. A2810.5140.12.2810.....\$ 121.30

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

4.8 Bid

Upon motion duly made by Mr. Schoer, seconded by Mr. Banks, and carried unanimously, and upon the recommendation of the Acting Superintendent of Schools, the following bid as attached to the official minutes of October 19, 2011 was approved.

- **Bid 2011-2:** Huntington Coach Corporation

HUMAN RESOURCES

5.1 Resignations

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

- Allen, Jacquelin, Assistant Principal, OMS, effective close of business June 30, 2012
- Boylan, Bonnie, Teaching Assistant, OMS, effective close of business September 30, 2011
- Maisch, Barbara, Cook Manager, TJL, effective close of business October 28, 2011
- Rhodes, Nicole, Science Teacher, HHS, effective close of business September 30, 2011
- Thompson, Joanne, Clerk Typist, OMS, effective close of business October 13, 2011

5.2 Leave of Absence

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

Leave of Absence			
Name	Assignment	School	Dates Paid
Schoonmaker, Patricia	Special Education Teacher	HHS	1/3/12-3/13/12

5.3 Professional Appointments

Upon motion duly made by Dr. McDonagh, seconded by Mrs. Boba, and carried unanimously, 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 October 19, 2011 were approved.

Part-time		
<i>For the maximum period through June 30, 2012 to serve at the pleasure of the Board</i>		
Name	School	Assignment
Maxwell, Heather	OMS	Teaching Assistant
Wills, Jacquelyn	WDPS	Teaching Assistant
Temporary Part-time		
<i>For the maximum period through June 30, 2012 to serve at the pleasure of the Board</i>		
Sallie, Edward	District	Interim Assistant Superintendent for Human Resources

5.4 Increase in Hours

Upon motion duly made by Mr. Mastroianni, seconded by Mr. Schoer, and carried unanimously, and upon the recommendation of the Acting Superintendent of Schools, the following employee was granted an increase in hours:

- DeSantis, Anthony, Teaching Assistant, TJL, from 6 hours per day to 6.25 hours per day effective September 21, 2011

5.5 Extra Assignments

Upon motion duly made by Mrs. Boba, seconded by Mr. Banks, and carried unanimously, and upon the recommendation of the Acting Superintendent of Schools, the following extra assignments in accordance with the schedule attached to the official minutes of October 19, 2011 were approved.

- Boshnack, Judy, Teaching Assistant, OMS, 0.1 effective October 7, 2011 through June 30, 2012
- Pinto, Michael, Science Teacher, HHS, 0.2 effective October 10, 2011 through June 30, 2012

5.6 Changes in Status

Upon motion duly made by Mr. Toles, seconded by Mr. Banks, and carried unanimously, 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 October 19, 2011 were approved:

- Lombardo, Margaret, Food Service Worker at HHS to Cook at HHS effective September 1, 2011
- O'Brien, Michael, Special Assistant to the Deputy Superintendent, from two to three days per week to five days per week effective October 17, 2011
- Proctor, Bryan, Physical Education Teacher, HHS/WDPs, from 0.1 to 0.3 effective October 20, 2011

5.7 Substitute List Addendum 2011-2012

Upon motion duly made by Mr. Schoer, seconded by Mr. Toles, and carried unanimously, and upon the recommendation of the Acting Superintendent of Schools, the substitute list addendum as attached to the official minutes of October 19, 2011 was approved for the maximum period through June 30, 2012 to serve at the pleasure of the Board of Education.

5.8 Revision to Translators List for School Year 2011-2012

Upon motion duly made by Mr. Banks, seconded by Mr. Mastroianni, and carried unanimously, and upon the recommendation of the Acting Superintendent of Schools, the revised translators list as attached to the official minutes of October 19, 2011 was approved for the 2011-2012 school year.

5.9 Extracompensation Appointment Schedule 2011-2012

Upon motion duly made by Mr. Toles, seconded by Mr. Schoer, and carried unanimously, and upon the recommendation of the Acting Superintendent of Schools, the appointees specified on the Extracompensation Appointment Schedule attached to the official minutes of October 19, 2011 were approved.

5.10 Increase in Hours for “Lahey Literacy Lions” English Language Arts/ Math Program at TJL

Upon motion duly made by Mr. Toles, seconded by Mr. Schoer, and carried unanimously, and upon the recommendation of the Acting Superintendent of Schools, the following personnel were granted an increase in hours for the “Lahey Literacy Lions” reading/mathematics program at TJL:

ELA Teachers: 49 one-hour sessions from October 17, 2011–May 2, 2012		
Name	Grade	Rate of Pay
Dayna Brent	3	\$42.33 per hour
Mary Beth Scharbo-Steinert	3	\$42.33 per hour
Kelly Teape	4	\$42.33 per hour

Jenna Walsh	4	\$42.33 per hour
Suzanne Mitchell	5	\$42.33 per hour
Christine Vlcek	5	\$42.33 per hour
ELA Teaching Assistants		
Pamela Fakatselis	3	\$18.37 per hour
Brenda Seth	3	\$16.16 per hour
Carolyn Girard	4	\$17.94 per hour
Mary Ann Broderick	5	\$16.65 per hour
Math Teachers: 25 one-hour sessions from October 20, 2011–May 3, 2012		
Name	Grade	Rate of Pay
Sonia Armstrong	3	\$42.33 per hour
Christina Reisert	3	\$42.33 per hour
Vincenza Greenwald	4	\$42.33 per hour
Andrea Parker	4	\$42.33 per hour
Trudy Burdman	5	\$42.33 per hour
Mary Beth Scharbo-Steinert	5	\$42.33 per hour
Christine Vlcek	5	\$42.33 per hour
Math Teaching Assistants		
Name	Grade	Rate of Pay
Sandra Lellis	3	\$16.16 per hour
Carolyn Girard	4	\$17.94 per hour
Mary Ann Broderick	5	\$16.65 per hour

5.11 Recognition of Local 237 – Chief Custodian and Head Custodians

Whereas the chief custodian and head custodians have petitioned for recognition as a unit, and

Upon motion duly made by Mr. Schoer, seconded by Mr. Banks, and carried unanimously, and upon the recommendation of the Acting Superintendent of Schools, the Board of Education recognized Local 237 of the International Brotherhood of Teamsters as the exclusive bargaining agent for Harborfields Central School District's chief custodian and head custodians effective October 19, 2011 as amended.

5.12 District Board of Education and Staff Members to Attend a Conference

Upon motion duly made by Dr. McDonagh, seconded by Mr. Toles, and carried (6-1), and upon the recommendation of the Acting Superintendent of Schools, the Board of

Education members, District Clerk, and district office administrators were authorized to attend the following conference, and be reimbursed for expenses in accordance with policy file 2521 for Board members.

- NSBA 2012 Annual Conference, April 21-23, 2012, Boston Convention and Exhibition Center, Boston, MA

The vote was as follows:

AYES: Mr. Giuliano, Mrs. Boba, Mr. Banks, Dr. McDonagh, Mr. Schoer, Mr. Toles

NAYS: Mr. Mastroianni

5.13 Redesignation of District Purchasing Agent

Upon motion duly made by Mr. Toles, seconded by Mr. Schoer, and carried unanimously, and upon the recommendation of the Acting Superintendent of Schools, William Nimmo was designated as Interim District Purchasing Agent for the 2011-2012 school year.

5.14 Reauthorization of Personnel to Open Bids

Upon motion duly made by Dr. McDonagh, seconded by Mr. Mastroianni, and carried unanimously, and upon the recommendation of the Acting Superintendent of Schools, with respect to any bids received pursuant to competitive bidding for the district, William Nimmo, Interim Purchasing Agent, or his designee was authorized to open any and all such bids at the time and place specified in the legal notice effective October 19, 2011.

5.15 Reauthorization for Purchasing

Upon motion duly made by Mr. Mastroianni, seconded by Mrs. Boba, and carried unanimously, and upon the recommendation of the Acting Superintendent of Schools, that after the Board of Education reviews Policy 6700 and Exhibit 6700-E.1, and 6700-E.2, the Board of Education affirmed its purchasing policy for the 2011-2012 school year.

Further, that William Nimmo, Interim Purchasing Agent, be responsible for the establishment and implementation of the procedures and standard forms for use in all purchasing and related activities in the district.

INSTRUCTION

6.1 Review of IEP Recommendations and Authorization for Placement and Services

Upon motion duly made by Mr. Toles, seconded by Mr. Schoer, and carried unanimously, 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 CSE, SCSE, and CPSE.

- **Committee on Special Education** meetings dated September 28, 2011 and October 5, 2011
- **Subcommittee on Special Education** meeting dated September 15, 2011, September 22, 2011 and October 4, 2011
- **Committee on Preschool Special Education** meetings dated September 15, 2011 and October 3, 2011

6.2 Stipulations of Settlement and Releases for Students

Upon motion duly made by Mr. Toles, seconded by Dr. McDonagh, and carried unanimously, and upon the recommendation of the Acting Superintendent of Schools, the agreements and releases between the Harborfields Central School District and the parents of students #013130, #098002, and #950212 as attached to the agenda of October 19, 2011 were approved.

Further, the Board of Education hereby authorized the Board President to execute these agreements and releases.

ITEMS FOR DISCUSSION

NYSHIP

Ms. Todaro advised that a letter will be prepared and sent to Senator Marcellino's office regarding the status of NYSHIP claims. She further stated that the district has previously contacted Senator Marcellino's office stating that we did not get all the information from NYSHIP that we requested. She continued that this item will be included as a discussion item on subsequent agendas.

Board Recognition Program

Ms. Todaro stated that this is the first time this school year that we have recognized some of our students for their outstanding achievements. She continued that next month Oldfield Middle School will be recognized as a Blue Ribbon School.

BOARD OF EDUCATION ACTIVITIES

Board of Education School Visitations, September 27, 2011

Mrs. Boba reported that the school visitations went well. She continued that staff and students were all engaged in their work. She further stated that she was happy the Board is conducting school visitations while school is in session so that the Board can see what is happening in the buildings. Mr. Banks stated that Mr. Cacciola and his staff do a good job in keeping our buildings in good shape.

NYSSBA BoardDocs Demo, September 27, 2011, Oldfield Middle School

Mr. Schoer advised that the Board is looking into this program in order to save clerical time and paper. If the Board decides to go with this program, it will eliminate the need for agenda binders as all information will be stored on a laptop.

N-SSBA Annual Resolutions Dinner, September 27, 2011, Fox Hollow, Woodbury, NY

Mr. Schoer reported that this was an uneventful evening and that there were no controversies on the resolutions to be voted on at the NYSSBA convention.

HHS National Honor Society Induction, October 11, 2011

Mrs. Boba stated that this was a great program and significant in education. Mr. Schoer stated that this is not a Board activity.

PUBLIC PARTICIPATION

There was no public participation at this time.

EXECUTIVE SESSION

Upon motion duly made by Mr. Mastroianni, seconded by Mr. Toles, and carried unanimously, the Board, Acting Superintendent, and district clerk moved to Executive Session at 8:40 p.m. for the purpose of discussing a particular non-unit central office contract and contract negotiations.

The Board reconvened the regular meeting at 9:24 p.m.

ADJOURNMENT

Upon motion duly made by Mr. Banks, seconded by Dr. McDonagh, and carried unanimously, the Board adjourned the regular meeting of October 19, 2011 at 9:25 p.m.

Respectfully submitted,

Barbara Muller
District Clerk