

APPROVED MINUTES

HARBORFIELDS CENTRAL SCHOOL DISTRICT GREENLAWN, NEW YORK 11740

Kind of Meeting	-	Regular Meeting
Place of Meeting	-	WDPS Multipurpose Room
Date of Meeting	-	December 14, 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, Mr. Sallie, Ms. Muller, Community Members

Mr. Giuliano called the meeting to order at 6:07 p.m.

EXECUTIVE SESSION

Upon motion duly made by Mr. Mastroianni, seconded by Mr. Banks, and carried (5-0), the Board, district office administrators, and district clerk moved to Executive Session at 6:08 p.m. for the purpose of discussing a legal matter, contract/negotiation issues, and a particular student issue. Senator Carl Marcellino and his aide entered executive session at 6:20 p.m. to discuss several issues with the Board including testing mandates, the Board of Regents, the tax cap levy, and consolidation issues.

Mrs. Boba and Mr. Toles entered the meeting at 6:21 p.m.

The Board reconvened the public meeting at 7:50 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

A resident stated that with regard to the volunteer program, administration should inform volunteers of the rules. Many people are well qualified, but do not have the credentials to work in a school setting.

ACTING SUPERINTENDENT'S REPORTS

Student Representative's Report

Bridget Greene, student representative from HHS, reported on the following:

- Six students from HHS have been chosen to perform at the LI String Festival.
- Twelve members of the Environmental Club helped at a food pantry in a local church.
- The Steven J. Mally Memorial Wrestling Tournament was held on December 10, 2011.
- James and Tori Keegan were awarded the high school athletic Suffolk Zone Award

Acting Superintendent's Report

Ms. Todaro gave the following report:

- The PTA Variety Show held in November raised approximately \$21,000. This money will support scholarships for high school seniors.
- December begins the holiday concerts, beginning with TJJ's fifth grade concert held last week. In addition, the OMS sixth grade concert was held on Monday.
- January begins the 2012-13 budget presentations. In November, Mr. Nimmo presented an overview of the Tax Levy Cap Legislation. We plan to provide information in January and at all subsequent Board meetings. If a group or organization would like to set-up separate meetings, administration will be happy to meet with them.
- The Town of Huntington will hold their inauguration at the high school on January 8, 2012.

Overview of Enrichment Program

Christine Mayr, teacher at TJJ, reported on the L.E.A.P. (Lahey Enrichment Academic Program). She spoke about the entrance criteria, the enrollment for 2011-12, the program evolution, the goals of the program, the Grade 3 program structure, the Grade 4 program structure, the curriculum, and future plans for the program. A comprehensive report is on file in the office of the Acting Superintendent of Schools.

BOARD OF EDUCATION MINUTES

The Board of Education accepted the following minutes:

- Regular Meeting, November 16, 2011
- Special Meeting, November 30, 2011

FINANCE

4.1 Treasurer's Report

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 Treasurer's Report for November 2011 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 Acting Superintendent of Schools, the schedules of bills attached to the agenda of December 14, 2011 were accepted.

4.3 Financial Status Report

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 Financial Status Report for October 2011 was accepted.

4.4 School Service/Specialized Education Agreement

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 School Service/Specialized Education Agreement 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 was approved.

- **Cleary School for the Deaf** to provide instructional services and special education and related 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 at rates set forth in said agreement.

4.5 Parentally Placed Private School/Special Education Service 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 parentally placed private school/special education service 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 parentally placed nonpublic schools in said school district in accordance with Education Law Section 3602-c and regulations of the Commissioner of Education.

- **West Islip Union Free School District**, 1 student attending a private school within the West Islip Union Free School District, effective July 1, 2011 through June 30, 2012.

4.6 Health Services Agreements

Upon motion duly made by Mrs. Boba, seconded by Mr. Schoer, and carried unanimously, and upon the recommendation of the Acting Superintendent of Schools, the following health services 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 2011-2012 school year were approved.

- **Deer Park UFSD**, 1 student attending St. Cyril & St. Methodius School at a cost of \$780.52.

- **West Islip**, 1 student attending a private school within the West Islip Union Free School District at a cost of \$672.79.

4.7 Acceptance of Gifts/Grants and Increase in Appropriations

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

1. Grants from Cablevision Lightpath (\$37,970.63), Verizon (\$5,434.46) to be used under the guidance and direction of the Office of Curriculum and Instruction
2. Grant from AT&T Corporation (\$1,072.37) to be used under the guidance and direction of the Office of Curriculum and Instruction
3. Grants from WDPS PTA in the amount of \$1,126.50 and \$328.50 to be used under the guidance and direction of the Principal of Washington Drive Primary School
4. Gift from HACEF in the amount of \$4,573.79 to be used under the guidance and direction of the Office of Curriculum and Instruction to support various district programs

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

1. A2630.2000.42.2630 \$ 43,405.09
2. A2630.2000.42.2630.....\$ 1,072.37
3. A2110.5110.05.2210..... \$ 1,126.50
A2110.5130.05.2430 \$ 328.50
4. A2110.5100.11.2310..... \$ 597.69
A2112.2000.34.2400.....\$ 1,269.60
A2110.5160.11.2540.....\$ 1,200.00
A2855.5220.36.2855.....\$ 1,506.50

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 Acceptance of Gift

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

- Four (4) gift cards to Michael Stores, Inc. each with a value of \$200.00; one gift card per school. This gift is being made as a condition of settlement agreement between Michael Stores, Inc. and the NYS Attorney General's Office

HUMAN RESOURCES

5.1 Revised Certified Home Instructors List for School Year 2011-2012

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 certified teachers named in the attachment to the official minutes of December 14, 2011 were appointed as home instructors for the 2011-2012 school year.

5.2 Professional Appointments

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 following professional appointments in accordance with the schedule attached to the official minutes of December 14, 2011 were approved.

Part-time		
for the maximum period through June 30, 2012 to serve at the pleasure of the Board		
Name	School	Assignment
Goldstein, Shelley	OMS	Teaching Assistant
Temporary Full-time		
for the maximum period through June 30, 2012 to serve at the pleasure of the Board		
Thornton, Robert	OMS	Interim Assistant Principal

5.3 Creation of Positions

Upon motion duly made by Mr. Banks, seconded by Mr. Toles, and carried unanimously, and upon the recommendation of the Acting Superintendent of Schools the Board of Education hereby created two permanent positions (three hours per day) 10-month food service workers to be assigned to OMS and TJL effective December 15, 2011.

5.4 Civil Service Appointments

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 following civil service appointments in accordance with the schedule attached to the official minutes of December 14, 2011 were approved.

Probationary Part-time		
Name	School	Assignment
Tivner, Sara	TJL	Food Service Worker (10 months)
Zappelloni-Roberts, Laura	OMS	Food Service Worker (10 Months)

5.5 Permanent Appointments

Upon motion duly made by Mrs. Boba, seconded by Mr. Toles, and carried unanimously, and upon the recommendation of the Acting Superintendent of Schools, the following employees were granted permanent appointment.

Permanent Appointments			
Name	School	Assignment	Effective Date
Abner, Linda	District	Senior Clerk Typist (12 months)	1/7/12
Rushton, Doreen	District	Clerk Typist (12 month)	1/1/12
Szewczuk, Patricia	District	Principal Clerk (12 months)	12/20/11

5.6 Substitute List Addendum 2011-2012

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 substitute list addendum as attached to the official minutes of December 14, 2011 was approved for the maximum period through June 30, 2012 to serve at the pleasure of the Board.

5.7 Extracompensation Appointment Schedule 2011-2012

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 appointees specified on the Extracompensation Appointment Schedule attached to the official minutes of December 14, 2011 were approved.

5.8 District Board of Education Members, District Clerk, and District Office Administrators to Attend a Conference

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 Board of Education members, district clerk, and the district office administrators were authorized to attend the conference listed below and be reimbursed for expenses in accordance with policy file 2521.

- NYSSBA conference entitled "Winter Law Conference: Solving the School Budget Puzzle," January 15, 2012, Islandia Marriott

5.9 Approval of Appointment to the District Committee on Special Education

Upon motion duly made by Mr. Banks, seconded by Dr. McDonagh, and carried unanimously, and upon the recommendation of the Acting Superintendent of Schools, the following parent members were appointed to the District Committee on Special Education effective December 15, 2011 through June 30, 2012:

- Carol Grossman
- Mary McKenna
- Nancy Scanlon

5.10 Non-unit Central Office Administrator Contract

Upon motion duly made by Dr. McDonagh, seconded by Mr. Mastroianni, and carried unanimously, this item was tabled at this time.

5.11 Amendment to Non-unit Central Office Administrator's Contract

Upon motion duly made by Mr. Schoer, seconded by Mr. Toles, and carried unanimously, this item was tabled at this time.

INSTRUCTION

6.1 Review of IEP Recommendations and Authorization for Placement and Services

Upon motion duly made by Mr. Toles, seconded by Mrs. Boba, 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, CPSE, and SCSE.

- **Committee on Special Education** meetings dated November 9, 2011, November 21, 2011, and November 30, 2011
- **Committee on Preschool Special Education** meeting dated November 10, 2011, November 17, 2011, November 22, 2011, December 1, 2011 and December 6, 2011
- **Subcommittee on Special Education** meetings dated October 18, 2011, October 28, 2011, November 7, 2011

6.2 Guidance Internship

Upon motion duly made by Mrs. Boba, seconded by Mr. Schoer, and carried unanimously, 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 300-hour guidance internship commencing January 2012.

- Rebecca Boker assigned to Harborfields High School Guidance Department

6.3 Adoption of Revised Board of Education Policies

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 revised policies as attached to the agenda of December 14, 2011 were adopted.

- **File 7000: Facilities Development Goals**
- **File 7100: Facilities Planning**
- **File 7120: Enrollment Projections**
- **File 7360: Construction Contracts, Bidding and Awards**
- **File 8000: Support Services Goals**
- **File 8100: School Building Safety**
- **File 8115: Pesticides and Pest Management**
- **File 8122: Accident Reports**
- **File 8130: Emergency Plans**
- **File 8132: Fire Drills**
- **File 8132-R: Fire Drills Regulation**
- **File 8133: Bomb and Other Serious Threats**
- **File 8134: Emergency Closings**

6.4 First Reading of Revised Board of Education Policies

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

- **File 8121 First Aid**
- **File 8132 Fire Drills**
- **File 8132-R: Fire Drills Regulation**
- **File 8240 Traffic and Parking on School Property**
- **File 8260 Wellness Center Acceptable Use Policy**
- **File 8260-R Wellness Center Acceptable Use Regulation**
- **File 8260-E Wellness Center Acceptable Use Release Form**
- **File 8300 Material Resources Management**
- **File 8330 Authorized Use of School-Owned Materials and Equipment**
- **File 8332 Use of Cell Phones**
- **File 8332-R Cellular Telephone Regulation**
- **File 8410 Student Transportation**
- **File 8413 Transportation for Nonpublic School Students**
- **File 8414 School Bus Safety**
- **File 8414-R School Bus Safety Regulation**
- **File 8520 Free and Reduced Price Food Services**
- **File 8700 Insurance**
- **File 9000 Personnel Policy Goals**

- **File 9110.2** **Sexual Harassment of Employees**
- **File 9110.4** **Employees with HIV-Related Illness**
- **File 9110.4-R** **Employees with HIV-Related Illness Regulations**
- **File 9120** **Staff Ethics**
- **File 9120.1** **Conflict of Interest**
- **File 9160** **Personnel Records**
- **File 9170** **Meals and Refreshments**
- **File 9170-R** **Meals and Refreshments Regulation**
- **File 9210** **Staff Positions**
- **File 9220** **Staff Qualifications**
- **File 9220-R** **Staff Qualifications Regulation**
- **File 9320** **Substance Abuse Policy**
- **File 9330** **Smoking on School Premises by Staff**
- **File 9340** **Employee Assistance Program**
- **File 9420** **Staff Evaluation**
- **File 9645** **Disclosure of Wrongful Conduct**
- **File 9675** **Vacation Accrual and Payment**
- **File 9810** **Negotiations Legal Status**

ITEMS FOR DISCUSSION

Volunteers for Clubs

Ms. Todaro indicated that parameters are being established for community members who may be interested in volunteering. This information will be posted to the district's website. She continued that with regard to the Sailing Club, it is not being recommended for inclusion in the high school offerings due to cost. Additionally, this activity is not recognized as an athletic sport by Section XI.

Mrs. Boba left the meeting at 9:10 p.m.

PUBLIC PARTICIPATION

A resident again expressed concern regarding volunteering stating that administration must be sure that rules are made known to volunteers and also that volunteers be made aware of who will be in charge of the club or activity.

A resident was concerned over the change in a bus stop and objected to the Board's decision regarding his appeal of administration's ruling. He asked that the old stop be reinstated.

Use of Social Media

Ms. Todaro informed the Board that she has contacted Michael Conte of Syntax regarding input relative to the potential for the district to create and manage a Facebook page. In his memo, Mr. Conte states that Syntax has only one client with an active Facebook page (Southampton) which largely consists of athletic event photos. He noted that William Floyd also has a Facebook page that is used, but not as extensively as Southampton. Mr. Conte continued that “we have observed a general skepticism as to the feasibility of regularly administering a Facebook page for the district. Clients also appear to be dubious about its overall value, and are generally concerned about the potential for abuse from individuals who comment.”

Ms. Todaro stated that she will contact Capital Region BOCES, Southampton, and William Floyd school districts to ask about the management of their Facebook accounts.

Fire Department Use

Ms. Todaro advised that according to our attorney, the Centerport Fire Department does not have the legal authority to commandeer a school district building in order for the fire department to house its staff and family during an emergency. Ms. Todaro continued that their attorney will meet with our attorney regarding this matter.

BOARD OF EDUCATION ACTIVITIES

NYSSBA Annual Convention, Buffalo Niagara Convention Center, Buffalo, NY, October 27-30, 2011

Mr. Giuliano, Mr. Schoer, and Ms. Todaro attended the NYSSBA Annual Convention. Ms. Todaro attended several workshops including the Pre-Law Seminar. Mr. Schoer and Mr. Giuliano also attended the Pre-Law Seminar as well as other conferences and workshops. Mr. Schoer stated that nothing unusual occurred during the business meeting.

N-SSBA Executive Meeting with Regent Tilles, November 17, 2011

Mr. Schoer stated that Regent Tilles was extremely frank. He spoke openly about the politics of Regents stating that it is a dysfunctional unit. Regent Tilles spoke about APPR, Data, Tax Cap, Reform Agenda, RTTT, Special Education, and Testing.

N-SSBA Semi-Annual Dinner Meeting, November 29, 2011, The Morrelly Center, Bethpage, New York

Mr. Schoer, Ms. Todaro, Mr. Nimmo, and Mr. Cacciola attended this dinner meeting. It was their consensus that this meeting was not informative.

Western Suffolk BOCES Annual Dinner-Wilson Tech, December 1, 2011

Mr. Giuliano, Mr. Mastroianni, Mr. Schoer, Ms. Todaro, and Mr. Nimmo attended the Western Suffolk BOCES Annual Dinner. Everyone agreed it was a great event. Harborfields has 46 students enrolled in BOCES courses. Mr. Schoer pointed out that attendance at the dinner was down considerably from previous years. Mr. Mastroianni stated that Ms. Muller and Ms. Brosnan should be added to the list of those in attendance.

Western Suffolk BOCES Meeting-December 7, 2011, Wheatley Center, Dix Hills

Mr. Giuliano, Ms. Todaro, Mr. Nimmo, and Ms. Rappa attended this Western Suffolk BOCES meeting. Ms. Todaro stated that there will be a follow-up meeting on January 20, 2012 with local legislators. Ms. Todaro stated that all districts are talking about shortage of money.

EXECUTIVE SESSION

Upon motion duly made by Mr. Banks, seconded by Mr. Toles, and carried (6-0), the Board, district office administrators, and district clerk moved to Executive Session at 10:25 p.m. for the purpose of discussing student matters. The Board excused the district clerk and district office administrators from Executive Session at 10:45 p.m.

The Board reconvened the public meeting at 10:59 p.m.

ADJOURNMENT

Upon motion duly made by Mr. Schoer, seconded by Mr. Mastroianni, and carried (6-0), the Board adjourned the regular meeting of December 14, 2011 at 11:00 p.m.

Respectfully submitted,

Barbara Muller
District Clerk